

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

## **CITY OF STEVENS POINT**

### **FINANCE COMMITTEE AGENDA**

**August 11, 2025 - 6:40 PM**

**(or immediately following previously scheduled meeting)**

**Community Room  
933 Michigan Avenue, Stevens Point, WI**

**OR**

#### **Zoom Teleconferencing**

**Meeting ID: 848 3297 2479 | Passcode: 069651**

**By Computer: [Zoom Link](#)**

**By Phone: +1-312-626-6799 (US Chicago)**

**(A quorum of the City Council may attend this meeting)**

## **AGENDA**

#### Non-Action Items:

1. Roll Call.
2. Update on the 2026 Budget.
3. Follow-up discussion on the idea of creating a Joint Fire Department with the Village of Park Ridge.

#### Discussion and Possible Action on:

4. Consideration of Claim-Danielle Morey-Vehicle Struck by Ball.
5. Consideration of Claim-Melissa Clendenning-Trip and Fall in City-owned parking lot.
6. Presentation by Somerville Inc. on the preliminary planning, timelines, cost estimates, and design progress for a potential new City Hall, with 1039 Ellis Street currently under consideration as a possible site.
7. Discussion on preliminary planning, timelines, cost estimates, and design progress for a potential new City Hall, with 1039 Ellis Street currently under

consideration as a possible site, and action on building a new facility or renovating the current building.

8. Approval of proposal for Design and Architecture Services for City Hall – Somerville Inc. Architects and Engineers
9. Approval of proposal for Phase II Environmental Site Assessment Services for City Hall – Stantec Consulting Services Inc.
10. Approval of request to obtain design services for subdivision infrastructure in Tax Incremental Financing District (TID) 11.
11. Request from the Redevelopment Authority of the City of Stevens Point to adopt a Blight Determination Resolution and transfer ownership of the Shopko Properties (Parcels 281240832202950, 281240832202969, 281240832202972, 281240832202804, and 281240832202814) to the Redevelopment Authority of the City of Stevens Point
12. Approval of Claims Paid.
13. Adjourn into closed session (approximately 7:40 P.M.) pursuant to Wisconsin Statutes 19.85(1)(e) (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) on the following:
  - A. Negotiating an amendment to a development agreement in Tax Incremental Financing District (TID) 10.
14. Reconvene for Possible Action on the above-referenced closed session items.

#### Closing Section:

15. Adjournment

#### Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594



**Corey D. Ladick**  
**Comptroller-Treasurer**

Phone: 715-346-1574  
Fax: 715-346-1683

August 8, 2025

To: Finance Committee, City Council

Subject: Discussion on the 2026 City Budget

We typically have an initial discussion about the operating budget at the August Finance Committee Meeting. There are several key factors that will affect the operating budget for 2026, as follows.

### **Net New Construction**

Our net new construction figure is 1.13%. This is the increase in the total equalized value of the City due to new construction that took place in 2024, and it is what our levy limit is based on. The levy limit is the state-imposed limit on increasing the total amount of property taxes that we collect for city operations. Note that this is lower than last year's number of 1.95% and does not match inflation. However, looking at the numbers for other municipalities, this problem appears to be widespread and not limited to the City of Stevens Point. Net new construction percentages for some comparable communities are as follows:

Marshfield	0.59%
Plover	1.26%
Stevens Point	1.13%
Wausau	2.31%
Wisconsin Rapids	1.05%
Marathon County	1.61%
Portage County	1.12%
Wood County	0.97%

### **Wage Adjustments**

Every year, we make across the board adjustments to our pay plan in order to keep wages competitive. We are limited to the rate of inflation as determined by the Wisconsin Employment Relations Commission (WERC). Last year, that limit was 3.30%, and we made this maximum adjustment. However, the rate of inflation has cooled a little from last year, and the limit for 2026 is 2.64%. Note that this percentage is higher than our levy limit adjustment of 1.13%, so there is an imbalance from that perspective. However, we are still targeting and hoping for the full 2.64% adjustment for 2026.

Also note that this increase does not apply to represented employees in Police, Fire and Transit, who instead follow union contracts. These increases also have a budgetary impact, but they are non-discretionary since they are based on legal agreements.

### **Health Insurance**

Our self-funded health insurance plan is performing reasonably well this year, so I do not anticipate the need to increase health insurance premiums for 2026 at this point.

### **State Aid**

We receive a number of state aids that can fluctuate from one year to the next. We typically receive our notices from the State with our new numbers in September and October, so this is a large unknown at this point, but can have a significant impact on the budget. As I have already mentioned, one area of promise is our General Transportation Aid, due to larger than usual road expenses in 2024.

Also, our shared revenue from the State now changes at the same percentage as overall state sales tax collections. We don't have a formal projection from the State yet, but have been told to expect around a 3% increase, which would amount to approximately \$130,000. These projected increases in state aids should help to close the gap between our net new construction percentage and wage percentages, but it is currently too soon to tell if it will be sufficient to close the entire gap.

### **New Positions**

In terms of budget priorities, we have typically taken care of our existing employees first with a fair cost of living adjustment (COLA), and then looked at new positions if there was anything left over. If we continue with that order of prioritization, then it is currently doubtful that we will have enough money left over for new positions after the annual COLA as well as any non-discretionary impacts. If there are concerns about this prioritization method, it should probably be discussed sooner rather than later. Otherwise, we will assume that we are still prioritizing the annual COLA.

### **Potential for Cuts/Reductions**

Given the low net new construction number, we want to make sure that we are prepared to close a potential budgetary gap if necessary. Therefore, we have asked the departments to start thinking about potential cuts that they could

make if that turns out to be necessary. Right now, at this stage in the process, I would say it is currently too soon to tell if cuts will be necessary.

### **Fire Department Referendum Money**

Due to the time that it has taken to hire and train the new firefighter/paramedics that were approved in the referendum, we expect to have a significant amount of fire referendum money leftover at the end of the year. Because the referendum question was very specific, it can only be used in accordance with the referendum question, which stated “additional fire department personnel”. Therefore, these will be segregated and restricted funds at year-end.

What I would propose that we do, rather than accumulating a lot of restricted funds, is to lower the referendum tax levy for the coming tax bills and use the restricted funds on hand to fund the additional fire department positions that have been or will be hired. However, this will create some relief in one year and then later a dramatic increase in the tax rate when we put the referendum levy back on. That would not be desirable as we want a smooth tax rate, not one that jumps around. Therefore, what I would further propose is that we increase the debt service levy to offset the reduction in the referendum levy. Then, in the following year, put the fire referendum levy back on, and we would bring the debt service levy back down to offset the increase. This overall strategy will allow us to pay off debt quicker, and provide a smoother progression of the tax rate.

### **Looking to the Future**

For the 2026 budget, the low net new construction number is a concern, but I am hopeful that the projected increases in state aid can help to soften the blow, although it is currently too soon to tell if that will be enough to close the gap fully. Going forward, however, we expect the issues with net new construction to continue, and as we can see this is really a region-wide problem. For future budgets, we may not be able to rely on increases in state aid to close the gap, therefore it is a strong possibility that we may need to look at other solutions in the future, some of which may not be very desirable.

### **Budget Timeline**

I have attached our budget timeline for both the capital and operating budgets, which follows the same schedule that we have used for the past few years. Note that while most of the work takes place at our regularly scheduled meetings, there is also a Special Finance Committee meeting scheduled for Monday, October 27<sup>th</sup> at 6pm for the initial presentation of the operating budget.

## Capital Budget Timeline-2026 Budget

**July-Capital:** Department Heads submit capital requests to the Comptroller-Treasurer. The departments also rank their requests from most to least important, in order to communicate which needs are the most critical. The total amount requested is typically larger than the available capital budget.

**August-Capital:** Department heads meet with the Comptroller-Treasurer and Mayor to go over their capital requests. The need for each request is evaluated, and items are removed or delayed in order to match available capital funding.

**September 8<sup>th</sup>-Capital:** The proposed capital budget is presented to the Common Council and public at the regular finance committee meeting.

**October 13<sup>th</sup>-Capital:** An opportunity for public input is provided at the regular finance committee meeting, and the committee has the opportunity to discuss and make changes to the capital budget.

**October 20<sup>th</sup>-Capital:** The capital budget is considered at the regular Common Council meeting, the Council has the opportunity to discuss and make changes to the capital budget, and then forwards the capital budget on to be included in the regular budget.

# Operating Budget Timeline-2026 Budget

**August-Operating:** Department heads fill out budget worksheets for the discretionary line items in their operating budgets. Depending on overall budgetary conditions, they may be given an amount to provide for an increase in the discretionary line items, which is based on a percentage adjustment. The Deputy Comptroller-Treasurer budgets wages and benefits based on the pay plan and labor contracts. Both positive and negative adjustments due to seniority, turnover, and insurance status are offset between departments. (for example, a negative change in one department may be offset by a positive change in another department). The Comptroller-Treasurer's office also budgets other non-discretionary line items, such as utilities and insurance premiums.

**August 11<sup>th</sup>-Operating:** An initial discussion on the operating budget is held at the regular finance committee meeting.

**September/October-Operating:** Work continues on the operating budget, and state aid numbers are received. Adjustments may be made to bring the proposed operating budget into balance.

**October 27<sup>th</sup>-Operating:** The proposed operating budget is presented to the Common Council and public at a **special finance committee meeting**.

**November 10<sup>th</sup>-Operating:** An opportunity for public input is provided at the regular finance committee meeting, and the finance committee has the opportunity to discuss and make changes to the operating budget.

**November 17<sup>th</sup> -Operating and Capital:** A public hearing on the entire budget is held at the regular Common Council meeting, the Council has the opportunity to discuss and make changes to the budget, and then adopts the entire budget.

**From:** [Allison C. De Franze](#)  
**To:** [Corey Ladick](#)  
**Subject:** Morey v City of Stevens Point  
**Date:** Tuesday, July 29, 2025 10:28:52 AM

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Hi Corey,

I am in receipt of the above claim that has been filed against the City of Stevens Point by Danielle Morey. As you are aware, the City is self-insured for this loss and should the City decide to settle this matter, any settlement would come from City funds.

Based on the claim information, it is my understanding that Ms. Morey's vehicle was struck by a softball on June 22, 2023.

In reviewing the submitted documentation, I note that it is unknown who hit the softball that struck Ms. Morey's vehicle. It is my opinion that there was no negligence on the part of the City, and the City did not cause any unsafe condition. It is my opinion that the city is meeting the standard of reasonable care, which is the standard that municipalities are held to.

Based on the above, I recommend denial of this claim.

If you have any questions or would like to discuss, please feel free to contact me.

Thank you,

CITY OF  
STEVENS POINT  
NOTICE OF CLAIM

Name: Danielle Morey  
Address: 810 Meadow Street  
Stevens Point WI 54481  
Phone: 608-886-2487

Incident/Accident Information

Date: 6-17-25  
Time: Approx 6:20PM

Location: Approx 2400 Main Street, Stevens Point, WI

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary) For auto damage, attach a copy of the policy report (if any), a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was sought along with the name of medical care provider. Also identify any witnesses to the accident/incident.

See attachments.  
Witness includes Gwen Morey, riding in vehicle with the claimant.  
Other witnesses include Greorke Park spectators & players.

Signed: Danielle Morey

Date: 7-16-25

CLAIM

(NOTE: you are not required to make a claim at this time. As long as you have the filed the above Notice of Claim you may file a claim with the City at any time consistent with the applicable statute of limitations. However, in order for the City to formally accept or deny your claim at this time, the following claim must be completed and signed.)

The undersigned hereby makes a claim against the City of Stevens Point arising out of the circumstances described above in the amount of \$ 2,103.67 or as needed by baby shop.

To process this claim it is necessary to detail all damages being sought.

Signed: Danielle Morey

Date: 7-17-25

Address: 810 Meadow St.  
Stevens Point, WI 54481



CLAIMANT: DANIELLE MOREY  
810 Meadow Street  
Stevens Point, WI 54481  
Phone: 608-886-2487

July 16, 2025

To:

City of Stevens Point  
**1515 Strongs Avenue**  
**Stevens Point, WI 54481**

RE:

Stevens Point Parks & Recreation  
Point Fastpitch Board Members  
Georke Park Owners & Operators  
Date of incident: 6-17-25

To whom it may concern:

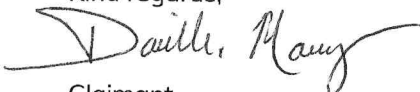
**Subject: Claim regarding damaged vehicle**

I am writing to submit a claim and formal request for necessary coverages regarding damages to my vehicle that took place on 6-17-25, at approximately 6:20pm from a softball. Ultimately, this damage occurred as a result of negligence on all parties responsible for the field or softball game, who failed to take reasonable steps to prevent foreseeable damage. This claim is based upon three main points of precedent, including the fact that the claimant and witness were not spectators, in addition to foreseeability, and the absence of duty of care.

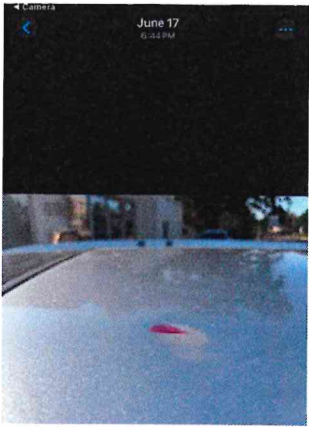
- Not a spectator: In this case, the claimant and witness were not spectators of the softball game or associated with it, in any capacity. The claimant was driving west on Main Street headed for a birthday dinner with the witness. In our email communication, Fastpitch President, Archie Sawyer, made the "assumption of risk" defense, which is non-applicable in this situation given the witness and claimant were driving on a public road, and not in attendance of any softball games nor were we made aware that there was a game taking place. For example, the use of proper signage, informing vehicles of a game in play.
- Foreseeability: In this case, Mr. Sawyer, by his own admission in our email communication, acknowledged the fact that these same incidences have happened in the past. The decision to ignore these past incidences, and allow further damages to happen in the present and future, is a liability that falls on this league and one that clearly demonstrates a foreseeable risk.
- Duty of care: The organisers of the softball game, the field owners, or even the municipality, have a legal duty to take reasonable precautions to ensure the safety of those nearby, including drivers and their property. This would involve having appropriate fencing or netting to prevent balls from leaving the field, especially given its proximity to this high volume traffic area. Currently, however, the softball diamond has only a fence, and one with a proven track record of inadequacy & failure in providing safety to drivers, pedestrians, spectators, and players.

The claimant kindly requests replacement/coverage for the damaged vehicle as soon as possible. I have attached photos, estimates, maps, and email documentation for your reference. Please refer to all attachments included in this notice of claim submission. Please contact me at 608-886-2487 or email [dmore382@gmail.com](mailto:dmore382@gmail.com) should you require any further information. I look forward to your prompt response and resolution to this issue and appreciate your time.

Kind regards,



Claimant  
Danielle Morey



01 -

Claimant Danielle Morey vehicle damage due to softball striking roof on June 17, 2025. Claimant was unaffiliated with the softball games, was not aware they were taking place, and was not attending any of the games or parking near them. Claimant was on the way to a family birthday dinner.



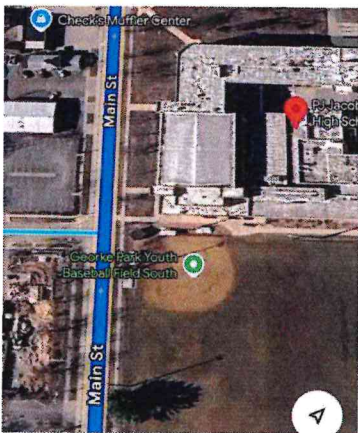
02-

Claimants vehicle damage due to softball striking roof on June 17, 2025.



03-

Claimant went to the concessions stand to request contact information for damages to vehicle and in that short period, witnessed ANOTHER softball being vaulted into traffic. Exhibit 3 shows a young player/athlete running into the street, to retrieve another softball that landed directly where high volumes of vehicles travel everyday.



04 -

Highlighted map of location where the claimants vehicle was damaged. The incident occurred on Main Street, next to/near PJ Jacob's High School.



05 -

Satellite view of location damages occurred to claimants vehicle. Approximately 2400 Main Street, Stevens Point, WI, 54481.



06 -

Street view of location claimants vehicle was damaged and where softball player ran out into the street to retrieve a ball, potentially putting herself in danger.



07 -

Street view of specific/approximate location claimants car was struck. Damage occurred between the red pin marker and the WEST 66 sign.



08 -

Street view of incident location on one way, Main Street in Stevens Point, WI. Claimant was headed west on Main Street.

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**Car damages**

4 messages

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**Dani** <dmore382@gmail.com>  
To: drake\_dubay@hotmail.com  
Cc: belangertess@gmail.com

Thu, Jun 19, 2025 at 3:27 PM

Hello Mr. Sawyer,

I am reaching out because my car was hit by a softball on 6-17-25, Tuesday at 6:25pm. I stopped and asked for information and was given your information by Maddie at the north side concession stand. My car did sustain damage and I would like be grateful if you could direct me to the person that would handle something of this nature. Thank you so much for your time and have a great holiday weekend!

Dani M.

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**Archie Sawyer** <drake\_dubay@hotmail.com>  
To: Dani <dmore382@gmail.com>, Dan Kremer <dkremer@stevenspoint.com>

Thu, Jun 19, 2025 at 3:59 PM

Good Afternoon Dani,

I'm really sorry to hear about the damage to your car — I know that's frustrating. Unfortunately, this has happened in the past, and as with most recreational leagues, we are not liable for damage to vehicles that occur during games. Parking near the fields is considered at your own risk.

You're welcome to reach out to the city's Parks Department if you'd like to discuss the matter further, though they generally follow the same policy. I have cc'd Dan Kramer to this email who is the head of the Parks Dept. for Stevens Point.

I understand this may not be the response you were hoping for, and I truly wish there were more we could do. Please let me know if you have any other questions.

Thanks,

Archie

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**From:** Dani <dmore382@gmail.com>  
**Sent:** Thursday, June 19, 2025 3:27 PM  
**To:** drake\_dubay@hotmail.com <drake\_dubay@hotmail.com>  
**Cc:** belangertess@gmail.com <belangertess@gmail.com>  
**Subject:** Car damages

[Quoted text hidden]

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**Dani** <dmore382@gmail.com>  
To: Archie Sawyer <drake\_dubay@hotmail.com>  
Cc: Dan Kremer <dkremer@stevenspoint.com>

Fri, Jul 11, 2025 at 2:33 PM

Mr. Sawyer and Mr. Kremer,

I want to follow up regarding the damages to my vehicle. Since our last email I have spoken with my insurance and the cost of my insurance will be effected if I file a claim to fix this.

I am requesting that this softball league or Parks department take responsibility for this cost due to the obvious negligence and failure to provide proper or any netting, especially given this location in Stevens Point.

In the very short amount of time that I spent inquiring as to your contact information, another softball went barreling over into traffic. In the picture below you can see a player having to run out into that traffic to retrieve the ball.

While I do agree with you that there is an "assumed risk" IF one deliberately chooses to attend a game and park. This however, does not apply to my case or scenario. I was driving to dinner with my mom for her birthday, we had nothing to do with the softball games, nor were we aware they were going on.

In addition to all of this, by your own admission Mr. Sawyer, as you stated "this has happened in the past." Which means something could have been done to avoid this happening, but no action has been taken. It also means that you are aware that this is a proven issue and have failed in due diligence in providing a solution.

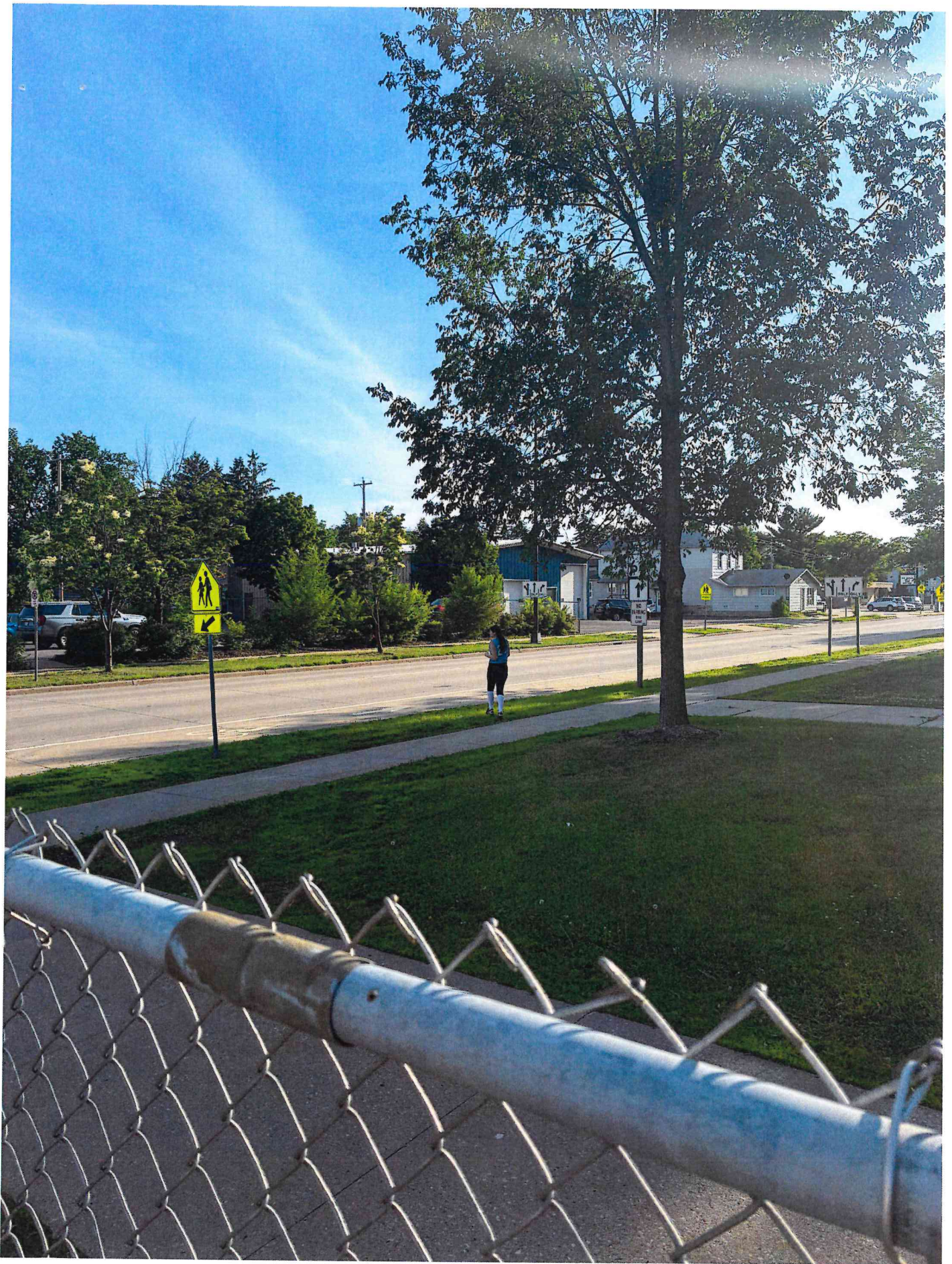
I feel that multiple options have not been utilized or even considered that ARE in fact the responsibility of the leaders affiliated in providing safety to others during these games.

For example, the use and installation of nets given the high traffic location and potential damages and danger it can cause not just to vehicles, but also pedestrians walking by.

Signs could be another useful tool. Putting them up during games so vehicles can be informed and choose to drive a different route.

My point to both of you is that this could have been avoided and there is a certain level of evident negligence here. Any entity or organization is held reasonably responsible in providing safety to vehicles passing by, players, and pedestrians at a minimum.

Given these circumstances, and with respect, I do believe the request for damage coverage is both reasonable and warranted. I wish you both a great weekend and await your response.



[Quoted text hidden]

EXHIBIT 3

Dan Kremer <dkremer@stevenspoint.com>

Sat, Jul 12, 2025 at 4:52 PM

To: Dani <dmore382@gmail.com>, Archie Sawyer <drake\_dubay@hotmail.com>

Hello Dani,

If you wish to seek an insurance claim from the City of Stevens Point, you will need to visit [1515 Strongs Avenue, Stevens Point, WI 54481](#). When you arrive at this address, enter the City Hall side of the building and visit the City Clerk's office. In this location, you will be able to fill out an insurance claim through the City's insurance process. You will be required to provide your complete name, address and other pertinent information regarding your claim.

The city does not have plans to install signage nor a fence adjacent to Goerke Park at this time. I have read your information below and will add the information for review in the future if and when changes are considered along the Goerke/Main Street side of the park.

Dan Kremer

Director of Parks, Recreation and Forestry

City of Stevens Point

2442 Sims Ave.

Stevens Point, WI 54481

715-346-1531

Reasonable caution to prevent harm and or damage is not being implemented. Goerke has not been

parks softball games have been, and are, causing damages, which has been openly admitted by its leadership and deliberately & consciously disregarded.

Web Site: [StevensPoint.com](http://StevensPoint.com)

Like the City of Stevens Point on [Facebook!](#)

Follow us on [Twitter!](#)

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**From:** Dani <dmore382@gmail.com>

**Sent:** Friday, July 11, 2025 2:33 PM

**To:** Archie Sawyer <drake\_dubay@hotmail.com>

**Cc:** Dan Kremer <dkremer@stevenspoint.com>

**Subject:** Re: Car damages

[Quoted text hidden]

Dave's Body Shop II Inc  
825 Park St Stevens Point, WI 54481  
Phone: (715) 345-1224  
Tax ID: 85-0725338

\*\*\* PRELIMINARY ESTIMATE \*\*\*

07/14/2025 03:29 PM

**Owner**

**Owner:** DANIELLE MOREY  
**Address:**

**Cell:** (608)886-2487

**Inspection**

**Inspection Date:** 07/14/2025 03:30 PM

**Inspection Type:**

**City State Zip:** WI

**FAX:**

**Repairer**

**Repairer:** DAVE BODY SHOP II INC  
**Address:** 825 PARK ST

**Contact:** TREVOR S PLASKI  
**Work/Day:** (715)345-1224  
**FAX:** (715)345-1276xFAX  
**Cell:** (715)340-7569

**City State Zip:** Stevens Point, WI 54481  
**Email:** davesbodyshopinc@gmail.com

**Target Complete Date/Time:**

**Days To Repair:** 7

**Vehicle**

2013 Honda CR-V EX-L 4 DR Wagon  
4cyl Gasoline 2.4  
5 Speed Automatic

**Lic Expire:**  
**Veh Insp# :**  
**Condition:**  
**Ext. Refinish:** Two-Stage

**VIN:** 2HKRM4H78DH606675  
**Mileage Type:** Actual  
**Code:** H8132D  
**Int. Refinish:** Two-Stage

**Options - AudaVIN Information Received**

1st Row LCD Monitor(s)  
AM/FM CD Player  
Aluminum/Alloy Wheels  
Auto Headlamp Control  
Center Console  
Daytime Running Lights  
Electronic Compass  
Halogen Headlights  
Heated Power Mirrors  
Keyless Entry System  
Leather Steering Wheel  
Overhead Console  
Power Drivers Seat  
Power Windows  
Rear View Camera  
Rem Trunk-L/Gate Release

2nd Row Head Airbags  
Air Conditioning  
Amplifier  
Bodyside Cladding  
Chrome Grille  
Dual Airbags  
Floor Mats  
Head Airbags  
Illuminated Visor Mirror  
Leather Seats  
Lighted Entry System  
Power Brakes  
Power Moonroof  
Privacy Glass  
Rear Window Defroster  
Reverse Sensing System

4-Wheel Drive  
Alarm System  
Anti-Lock Brakes  
Bucket Seats  
Cruise Control  
Dual Zone Auto A/C  
Fog Lights  
Heated Front Seats  
Intermittent Wipers  
Leather Shift Knob  
MP3 Decoder  
Power Door Locks  
Power Steering  
Pwr Driver Lumbar Supp  
Rear Window Wiper/Washer  
Roof/Luggage Rack

**Net Total**

**\$2,103.67 USD**

ClaimID: 705C4510-C7D9-472E-B257-E33B9E771708  
Alternate Parts Y/00/00/00/00 Cumulative 00/00/00/00/00 Zip Code: 54481 Default  
Rate Name Default

**Audatex Estimating 10.32.146 ES 07/14/2025 03:41 PM REL 10.32.146 DT 06/01/2025 DB 07/08/2025**  
**State Disclosure:WI**  
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**1.3 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.**

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE REPLACEMENT PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE REPLACEMENT PARTS RATHER THAN BY THE MANUFACTURER OF YOUR MOTOR VEHICLE.

**Op Codes**

- |                            |   |                                |
|----------------------------|---|--------------------------------|
| * = User-Entered Value     | ^ = Labor Matches System Assigned Rates | E = Replace OEM                |
| NG = Replace NAGS          | EC = Replace Economy                    | OE = Replace PXN OE Srpls      |
| UE = Replace OE Surplus    | ET = Partial Replace Labor              | EP = Replace PXN               |
| EU = Replace Recycled      | TE = Partial Replace Price              | PM = Replace PXN Reman/Reblt   |
| UM = Replace Reman/Rebuilt | L = Refinish                            | PC = Replace PXN Reconditioned |
| UC = Replace Reconditioned | TT = Two-Tone                           | SB = Sublet Repair             |
| N = Additional Labor       | BR = Blend Refinish                     | I = Repair                     |
| IT = Partial Repair        | CG = Chipguard                          | RI = R & I Assembly            |
| P = Check                  | AA = Appearance Allowance               | RP = Related Prior Damage      |



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DM

Audatex estimate for MOREY, DANIELLE 2013 Honda CR-V

1 message

Daves Body Shop II INC <DONotReply@clientnotification.com>  
To: DMORE382@gmail.com

Mon, Jul 14, 2025 at 3:41 PM

8 attachments



Image-1.jpg  
311K



Image-2.jpg  
300K



Image-3.jpg  
498K



Image-4.jpg  
571K



Image-5.jpg  
421K



Image-6.jpg  
496K



Image-7.jpg  
512K

File\_EST.pdf  
12K

**From:** [Allison C. De Franze](#)  
**To:** [Corey Ladick](#)  
**Subject:** Re: Clendenning v City of Stevens Point  
**Date:** Monday, August 4, 2025 3:14:56 PM

---

Hi Corey,

I am in receipt of the claim that has been filed by Melissa Clendenning against the City of Stevens Point for injuries sustained as a result of a trip and fall in a City parking lot on June 20, 2025. As you are aware, the City of Stevens Point is self-insured for this loss, and should the City decide to settle this matter, the settlement would come from City funds.

It is my understanding that the City does take corrective action to address defects on city sidewalks and parking lots when they are made aware of problems. I have been advised that the City had no prior reports of any dangerous condition in this parking lot. Based on this, it is my opinion that the city is meeting the standard of reasonable care, which is the standard that municipalities are held to.

In addition, the City would be immune from liability under Wis. Stat. 893.80 (4), which provides immunity for discretionary actions by municipalities. It is my opinion that when and how often a municipality inspects and maintains their parking lots is a discretionary decision, for which the City would have immunity.

Please feel free to contact me if you would like to discuss further.

Thank you,

---

**From:** Corey Ladick <CLadick@stevenspoint.com>  
**Sent:** Friday, August 1, 2025 9:30 AM  
**To:** Allison C. De Franze <allisond@cvmic.com>  
**Subject:** RE: Clendenning v City of Stevens Point

Hi Allison,

Getting back to you on your questions.

Does the City have a maintenance plan in place for City sidewalks and parking lots? If so, is the plan being followed?

Per our street cleaning plan, parking lots are swept twice a year. During this time, our sweeper operators generally report any major issues and trip hazards such as potholes. The

concerns are passed on to appropriate staff for repair. Sidewalks are inspected on a 5 year rotation, and this plan is being followed.

Were there any prior complaints about the area of parking lot where the trip and fall occurred?

Public Works indicated that it is generally well known that this parking lot is in disrepair, but they don't have a record of any formal complaints.

Are there any City reports available on this incident?

No

Corey Ladick, CPFO, MBA  
Comptroller-Treasurer  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
715-346-1574

---

**From:** Allison C. De Franze <allisond@cvmic.com>  
**Sent:** Tuesday, July 29, 2025 4:17 PM  
**To:** Corey Ladick <CLadick@stevenspoint.com>  
**Subject:** Clendenning v City of Stevens Point

Hi Corey,

I received your request for recommendation on the Melissa Clendenning claim.

Just a few questions before I can formulate a recommendation:

Does the City have a maintenance plan in place for City sidewalks and parking lots? If so, is the plan being followed?

Were there any prior complaints about the area of parking lot where the trip and fall occurred?

Are there any City reports available on this incident?

Thanks!

CITY OF  
STEVENS POINT  
NOTICE OF CLAIM

Name: Melissa Clendenning

Incident/Accident Information

Address: 2110 Wisconsin Ave Plover, WI

Date: 6/12/25

Time: 6:30 pm

Phone: (715) 712-4242

Location: 1111 Crosby Ave Stevens Point, WI

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary) For auto damage, attach a copy of the policy report (if any), a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was sought along with the name of medical care provider. Also identify any witnesses to the accident/incident.

On 6/12/25 me + my husband parked in the river front parking lot by Piffner park while walking to the park I tripped and twisted/sprain my ankle + broke open my knee on a very uneven concrete had to go to ER and get stitches and have missed work because of the injury. Went to Aspirus ER on Illinois ave.

Signed: [Signature]

Date: 6/16/25

CLAIM

(NOTE: you are not required to make a claim at this time. As long as you have the filed the above Notice of Claim you may file a claim with the City at any time consistent with the applicable statute of limitations. However, in order for the City to formally accept or deny your claim at this time, the following claim must be completed and signed.)

The undersigned hereby makes a claim against the City of Stevens Point arising out of the circumstances described above in the amount of \$ 5,716.33

To process this claim it is necessary to detail all damages being sought.

Signed: [Signature]

Date: 7/28/25

Address: 2110 Wisconsin Ave Plover, WI, 54467



Return Completed Claim Form to:  
The City Clerk's Office  
1515 Strongs Avenue  
Stevens Point, WI 54481

I was out of work for 2 weeks and had to come back part time because I work in a high pace environment and stand all day. I lost 141 hours of work because of my injury. At the time of the fall I was also 29 weeks pregnant I fell forward and luckily caught myself the baby was fine but this could have resulted in a injury to my baby as well. This has caused me a lot of emotional distress for me and the baby. This parking lot is in horrible conditions and should have been blocked off and or closed completely to avoid this sort of thing from happening. I had my knee looked at + stitches taken out at anova health in Stevens point.

<b>Jun 12 2025</b>	<b>Hospital Visit at Aspirus Stevens Point Hospital</b> <b>Emergency Department</b>		<span style="border: 1px solid black; border-radius: 15px; padding: 2px;">Pending insurance</span>
	Hospital Services	Billed	\$1,148.00
	Provider: Mallory Breidert, N.P.	Insurance Covered	-\$229.60
	Patient: Melissa C Clendenning	Pending Insurance	\$918.40
	Primary Payer: 90 Degree Benefits Account #418143544	<b>Your Balance</b>	<b>\$0.00</b>

<b>Jun 12 2025</b>	<b>Hospital Visit at Aspirus Stevens Point Hospital</b> <b>Urgent Care Providers</b>		<span style="border: 1px solid black; border-radius: 15px; padding: 2px;">Pending insurance</span>
	Physician Services	Billed	\$927.00
	Provider: Mallory Breidert, N.P.	Insurance Covered	\$0.00
	Patient: Melissa C Clendenning	Pending Insurance	\$927.00
	Primary Payer: 90 Degree Benefits Account #418164553	<b>Your Balance</b>	<b>\$0.00</b>

Give us feedback @ survey.wal.  
Thank you! ID #:7VPP4CMSQG2



WM Supercenter  
715-345-7855 Mgr. JILL  
250 CROSSROADS DR  
PLOVER WI 54467

ST# 01828 OP# 009030 TE# 30 TR# 03461

# ITEMS SOLD 1  
TC# 3615 5667 3992 8252 1342



EQ WRAP 194346114510 H 7.88 N

SUBTOTAL 7.88  
TOTAL 7.88  
DEBIT TEND 7.88  
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY  
7.88 TOTAL PURCHASE  
US DEBIT- 3868 I 4 REF # 516779369214  
NETWORK ID. 0007 APPR. CODE 805211  
AID A0000000042203  
TERMINAL # 23086607  
\*No Signature Required  
06/15/25 21:18:02



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#11278 3301 CHURCH ST  
STEVENS POINT, WI 54481  
715-345-2843

630 0000 0022 06/13/2025 5:25 PM

WALG/DR NON-STICK PAD 31X4IN 10S  
FSA 31191719445 OTC A 5.49  
RETURN VALUE 5.49  
WALG SELF ADHERENT WRAP 11X5YD 2S  
FSA 31191701119 OTC 6.99  
RETURN VALUE 6.99

SUBTOTAL 12.48  
SALES TAX A=5.5% 0.30

TOTAL 12.78  
DEBIT CARD 12.78  
AUTH CODE 072508  
CHANGE .00

Sale  
AID A0000000980840  
US DEBIT  
Integrated chip card  
PIN Verified

TOTAL FSA ITEMS 12.78  
TOTAL RX ITEMS 0.00  
TOTAL FSA AND RX ITEMS 12.78

APPROVED FSA/HRA AMOUNT 0.00

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RFN# 1127-8220-3433-2506-1303



Walgreens 11278  
ACCT 0470  
SEQUENCE 1278221570  
PAYMENT FROM PRIMARY

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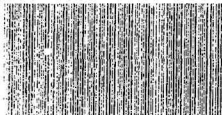
Give us feedback @ survey.walmart.com  
Thank you! ID #:7VPPZ1MSM09



Walmart Supercenter  
715-345-7855 Mg. JILL  
250 CROSSROADS DR  
PLOVER WI 54467

ST# 01828 OP# 009026 TE# 26 TR# 00151

# ITEMS SOLD 3  
TC# 8289 6038 8765 0363 1895



ADHESIVE PAD 381371161430 H 4.68 X  
ADH SP 3X4 681131161680 H 2.42 X  
BIBICLENS 733335039755 11.64 X

SUBTOTAL 18.74  
TAX1 5.5000 % 1.03  
TOTAL 19.77  
DEBIT TEND 19.77  
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY  
19.77 TOTAL PURCHASE  
US DEBIT- 3868 I 4 REF # 517411076526  
NETWORK ID. 0007 APPR. CODE 419846  
AID A0000000042203  
TERMINAL # 23093272  
\*No Signature Required  
06/23/25 16:53:32



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# Walgreens

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STEVENS POINT, WI 54481  
715-345-2843

117 5618 0071 06/19/2025 6:09 PM

NICE ICED OATMEAL COOKIES 50Z  
19560203889 1.50  
1 @ 1.79 or 2/3.00  
RETURN VALUE 1.50  
NICE! MINI CHOC CHIP COOKIES 4.5Z  
19560203890 1.50  
1 @ 1.79 or 2/3.00  
RETURN VALUE 1.50  
WALG DLX ANKLE STABILZR OS  
FSA 04902286703 OTC A 22.99  
RETURN VALUE 22.99

SUBTOTAL 25.99  
SALES TAX A=5.5% 1.26

TOTAL 27.25  
W CASH REWARDS REDEEMED 1.00  
DEBIT CARD 26.25  
AUTH CODE 231106  
CHANGE .00

Sale  
AID A0000000042203  
US Debit  
Integrated chip card  
PIN Verified

TOTAL FSA ITEMS 24.25  
TOTAL RX ITEMS 0.00  
TOTAL FSA AND RX ITEMS 24.25

APPROVED FSA/HRA AMOUNT 0.00

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\*\*\*\*\*



\$1.20 W CASH REWARDS AVAILABLE

myWalgreens ACCT # \*\*\*\*\*7140

OPENING BALANCE \$1.08  
EARNED THIS VISIT \$1.12  
REDEEMED THIS VISIT \$1.00  
CLOSING BALANCE \$1.20

\*\*\*\*\*

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Thank you! ID #:7VPQLDMSPW2



WM Supercenter  
715-345-7855 Mgr. JILL  
250 CROSSROADS DR  
PLOVER WI 54467  
ST# 01828 OP# 009026 TE# 26 TR# 02903

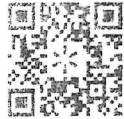
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TC# 8597 7513 9771 4976 2971



ADHESIVE PAD 381371161430 H 4.68 X  
EQUATE TAN 681131280530 H 7.47 N

SUBTOTAL 12.15  
TAX1 5.5000 % 0.26  
TOTAL 12.41  
DEBIT TEND 12.41  
CHANGE DUE 0.00

SPT DEBIT PAY FROM PRIMARY  
12.41 TOTAL PURCHASE  
JS DEBIT- 3868 I 4 REF # UZY56S018310  
NETWORK ID. 0007 APPR. CODE 348776  
ACD A0000000042203  
TERMINAL # 23093272  
Signature Required  
06/29/25 19:54:21



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#11278 3301 CHURCH ST  
STEVENS POINT, WI 54481  
715-345-2843

212 4536 0091 06/24/2025 12:27 PM

FSA RX 1765288 20.00

TOTAL 20.00  
MASTERCARD ACCT 3868 20.00  
AUTH CODE 204126  
CHANGE .00

TOTAL FSA ITEMS 0.00  
TOTAL RX ITEMS 20.00  
TOTAL FSA AND RX ITEMS 20.00

APPROVED FSA/HRA AMOUNT 0.00

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or call toll free  
1-855-855-5905  
within 72 hours to take a short  
survey about this Walgreens visit

SURVEY#  
1127-8914-536

PASSWORD  
5250-6240 Page 26 of 171



This is where I fell





Superior-Clearwater, Inc dba Great Clips  
300 Niagara Lane  
Plymouth, MN 55447

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481

RE: Melissa Clendenning's missed work

To whom this may concern,

Melissa Clendenning is missing 141 hours of work due to her injury. Melissa's pay rate is \$25.50/hr. That said, Melissa is missing \$3,595.50 in income.

If you have any questions, please contact me.

Regards,



Stephan Svensson  
Great Clips, Owner  
(612) 965-9482

Anovia Health - Stevens Point  
2417 Post Road Suite D. Stevens Point, WI 54481  
Office: (715) 883-3200  
Fax: (715) 240-5576

June 23, 2025

Melissa C. Clendenning  
2110 Wisconsin Avenue  
Plover, WI 54467

**Subject: Work Note**

Melissa sustained an acute injury and would benefit from being able to self guide her physical activity. I anticipate she will not tolerate prolonged standing, may need to sit more often, and/or could benefit from shorted shifts for the next few weeks.

Thank you for your time,  
Kait Engle, DNP  
Anovia Health  
715-883-3200



Signed electronically by Kaitlin Engle, APNP on 06/23/2025 1:22 pm in 

**Replies not included**

design matters<sup>SM</sup>



Monday, August 11<sup>th</sup>, 2025 | 7967

# City of Stevens Point New City Hall



# Project scope + goals

# Project scope

- Facility **condition assessment** and **conceptual design** for **new city hall** for the City of Stevens Point.
- Identify **opinion of probably cost (OPC)** & projected **project Timeline** to help determine project feasibility.
- (2) new facility opportunities to explore:
  - 1: **reuse of existing** building located at **1039 Ellis St**
  - 2: **new construction** on site located at **1039 Ellis St**

# Project goals

- Provide a **warm, welcoming, and efficient** building to house **all city services** currently at 1515 Strongs Ave.
- City hall is “**customer service for the community**” so the building needs to be **easily navigable** for **residents**.
- Building needs to be **pleasant and effective** space for **staff**.

# Current facility conditions

# Current facility location



1515 Strong's Ave

# Current facility space

## ■ Current building

- Shared building with other tenants
- City uses **approx. 16,400 sf.** gross of building.
  - Sharing toilets, chases, mechanical, ect.
- Departments are **not efficiently connected & not easily identifiable**
- Lack of meeting space
  - Currently all departments share (1) meeting room
- **No share spaces**
  - E.G. lunch room, mothers room, or private call space.
- Council Chambers held in **separate building**



lower floor ~ 7,600 sf



first floor ~ 8,800 sf

# Programming

- Somerville met with Stevens Point staff over **several meetings** to **understand needs** and develop program.
- Staff interviewed/consulted to develop **preliminary program** includes:
  - Mayor- Mike Wiza
  - Community Development Director – Jarod Kivela
  - City Clerk – Susan Pagel
  - Director of Public Works – Scott Beduhn
  - City Attorney – Logan Beveridge
  - Comptroller / Treasurer – Corey Ladick
  - Police Chief – Bob Kussow
  - Fire Chief – Jb Moody
  - IT Manager – Lexi Van Dreel
  - HR Manager – Sandy Frasch
  - Community Media Manager – John Quirk

# Programming

- Interviews with department heads and staff for **requested** room sizes, adjacencies, and uses while factoring in **future growth**.

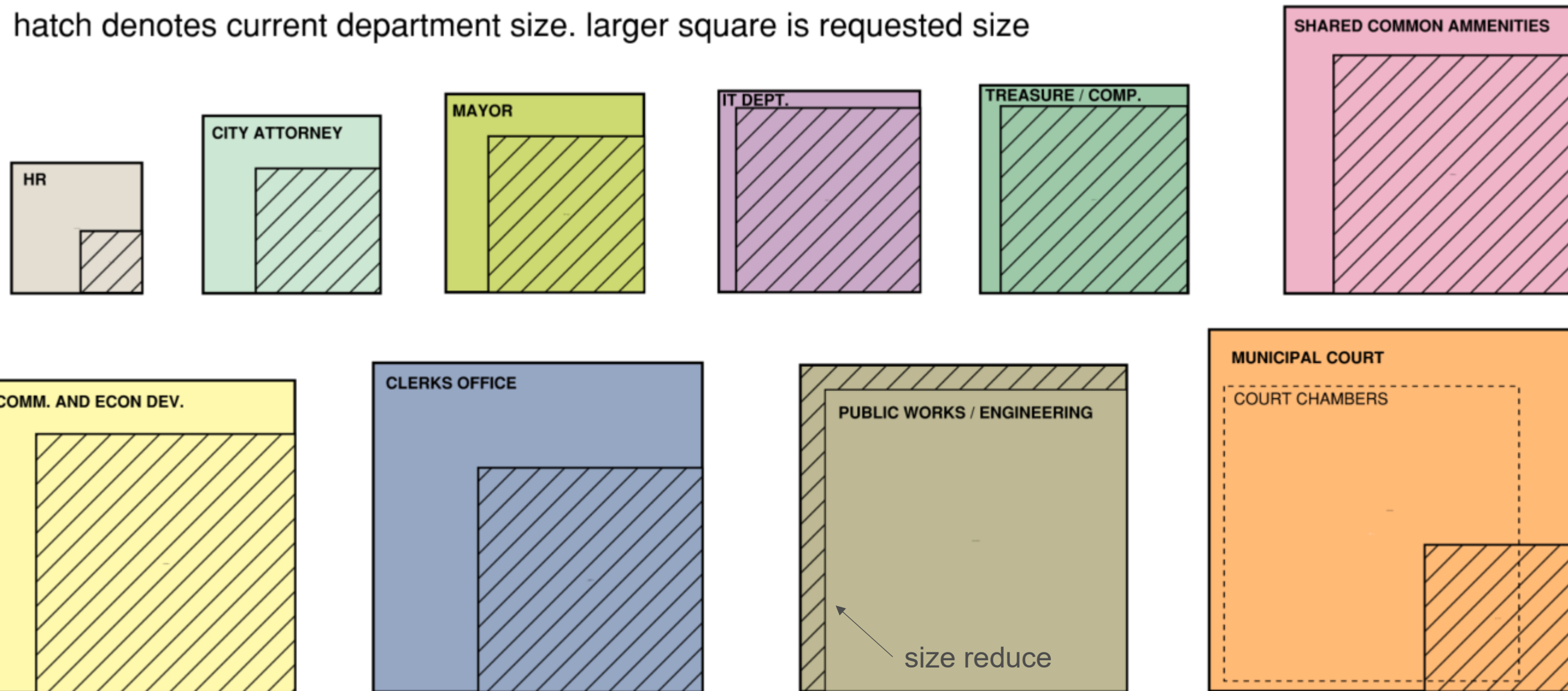
Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments
<b>CITY ATTORNEY</b>							
<b>Need for sound attenuation for private conversations for offices, door bottom/seals</b>							
Dept Head Office		1	320	16 x 20	320		Meetings in office 5-6 people, table for layout of documents
Office		1	120	10 x 12	120		Paralegal
Office (Future)		1	120	10 x 12	120		Assistant Attorney, part time (30 hours per week)
Meeting		1	192	12 x 16	192		10-12 people, litigants, attorneys (minimal use, will use office for primary meetings)
Storage		1	16	4 x 4	16		Hardcopies of documents, minimal equipment
Net Subtotal					768		Net Square Footage
			net-to-gross factor	1.55	1,190		<b>Department Gross Square Footage</b>
			DGSF-to-gross area factor	1.13	1,345		<b>Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.</b>
<b>CLERK'S OFFICE</b>							
<b>On same floor as Treasurer and Community Development. Need separate service lines that do not interfere with each other</b>							
Dept Head Office		1	320	16 x 20	320		Ability to see counter from desk
Work Area		2	255	15 x 17	510		Layout for elections, need counters. Shared area with work stations is ok.
Public Counter		1	36	3 x 12	36		Need area for computer and printer
ADA Counter		1	36	3 x 12	36		Standing counter - Seated counter would be additional, would like a computer and printer at counter
Workstation		2	120	10 x 12	240		Layout for elections, need extra desk space
LTE		1	128	8 x 16	128		Data entry - 2 computers
Voting Room		1	336	14 x 24	336		30-40 people, two doors (in and out), will be used for voting, voting machine testing, training, absentee voting, and mac
Secure Storage (adjacent to voting room)		1	672	24 x 28	672		Storage for (33) Carts - 4'x3' & (12) Tabulator Machines - 3'x3' and election supplies storage
Mail Room w/ drop area for deliveries		1	180	10 x 18	180		Door between clerk office and mail room, badge access, copier for batch printing, storage for paper supplies, flat mail
scanner area w/ computer & scanner		1	32	4 x 8	32		in close proximity to both desks
Storage Area		1	128	8 x 16	128		
Library (humidity controlled)		1	384	24 x 16	384		Permanently kept books/documents/contracts - shelves, filing cabinets, (1) table/desk, computer and a few chairs.
Net Subtotal					3,002		Net Square Footage
			net-to-gross factor	1.55	4,653		<b>Department Gross Square Footage</b>

# Programming

## Current departments

- All but (1) department requested **more space** than current

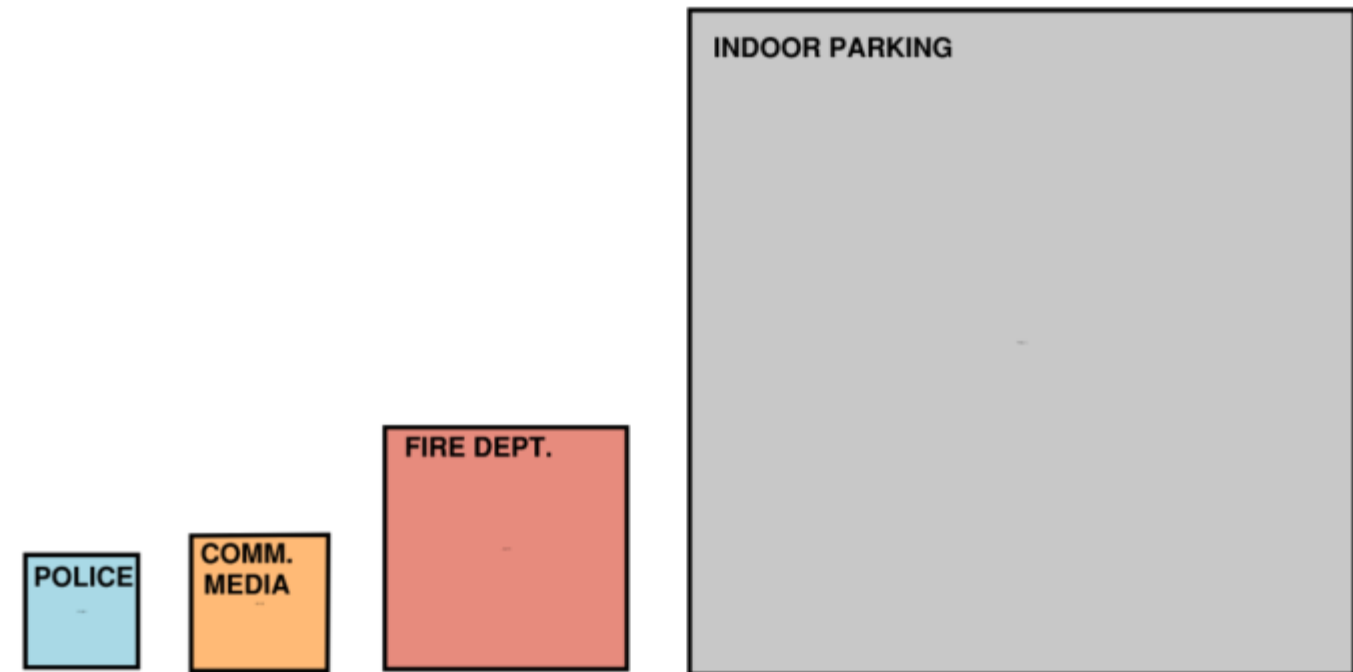
hatch denotes current department size. larger square is requested size



# Programming

## New departments

- (4) new departments are requested to be included in new space that are **not housed in current facility**.



# Programming

## Total departments

### Current departments

- mayor's office
- city clerk
- city attorney
- treasurer / comptroller
- community & econ. development
- public works / engineering
- municipal court
- HR / IT / support spaces

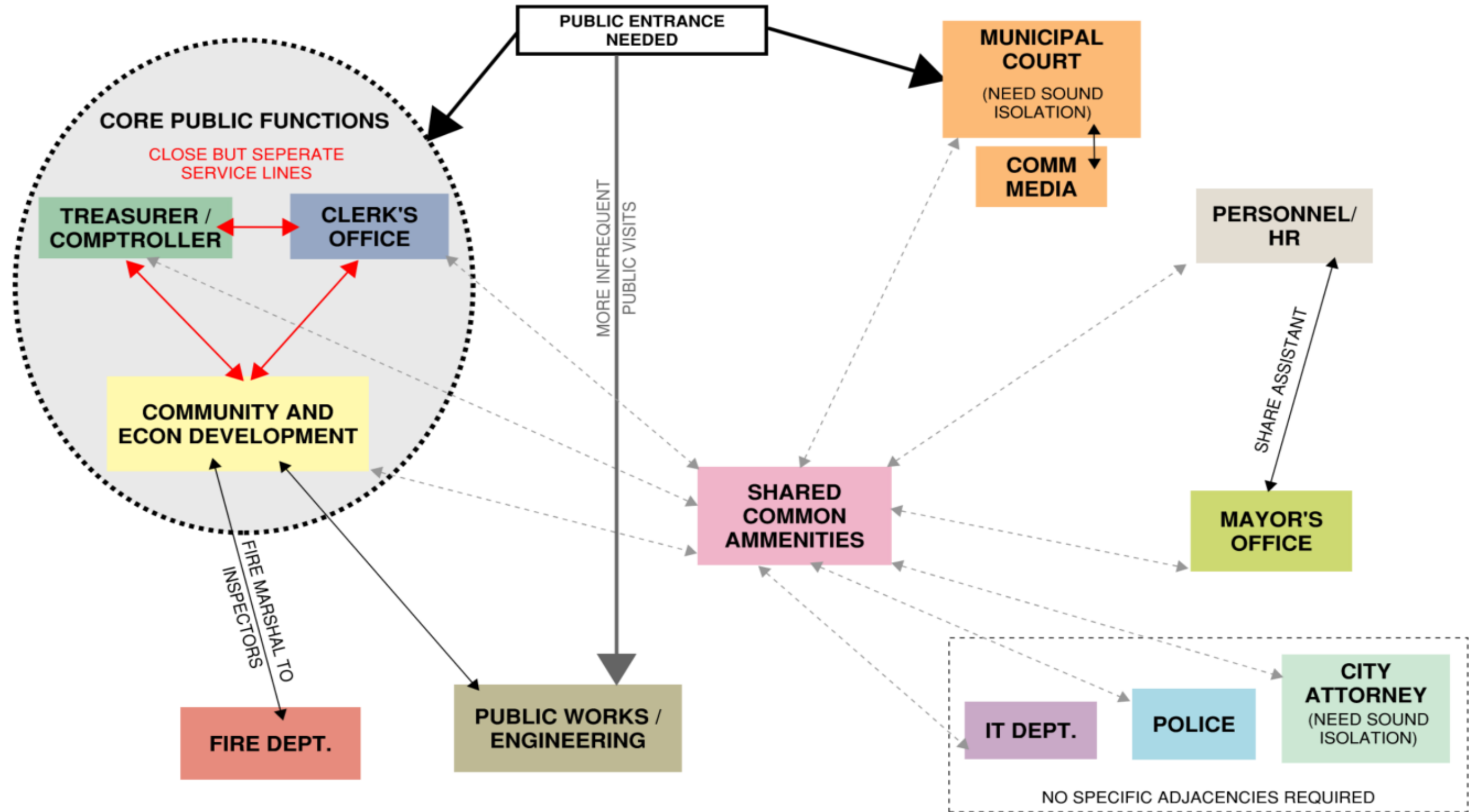
### New spaces/departments

- **council chamber & community media** (apart of municipal court but not housed in current building)
- **indoor parking**
- **fire department** (offices)
- **police department** (workstation)
- **Shared amenities**
  - Break room
  - Multi scaled meeting rooms
  - Mothers Room/wellness room
  - Fitness area
  - Private call space

# Preliminary space programming area breakdown

- **Requested** square footage breakdown
  - ~**27,300** of **net** square footage for **departments**
    - 1.55 net-to-gross factor used (typical for office buildings)
  - ~**41,900** **gross** square footage for **spaces**
    - 1.13 area factor (mechanical, stairs, toilets, etc.)
  - ~**46,900** **total** square footage for **building**
- **Current** square footage breakdown
  - ~**16,400** **gross** square footage for **spaces**

# Programming adjacencies

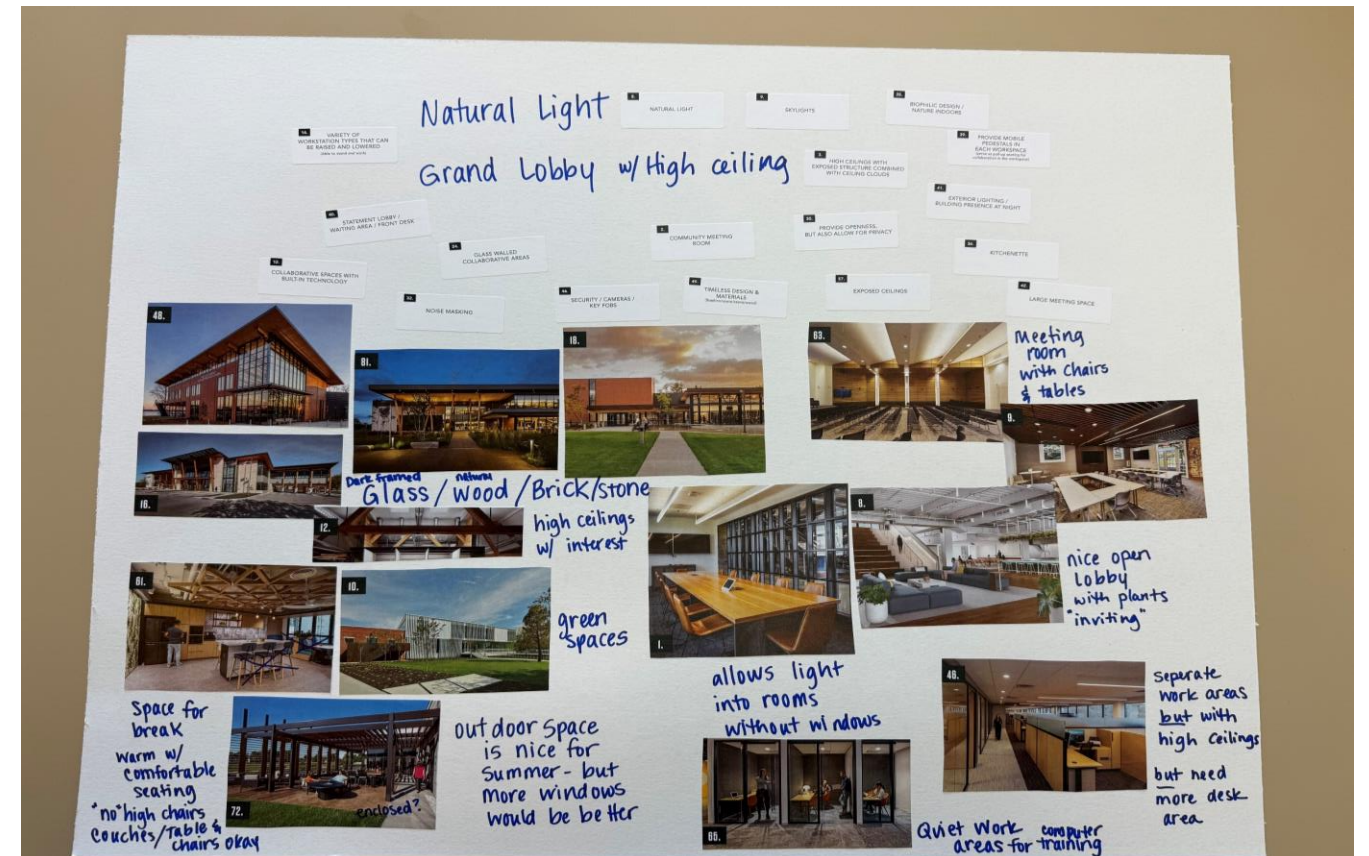
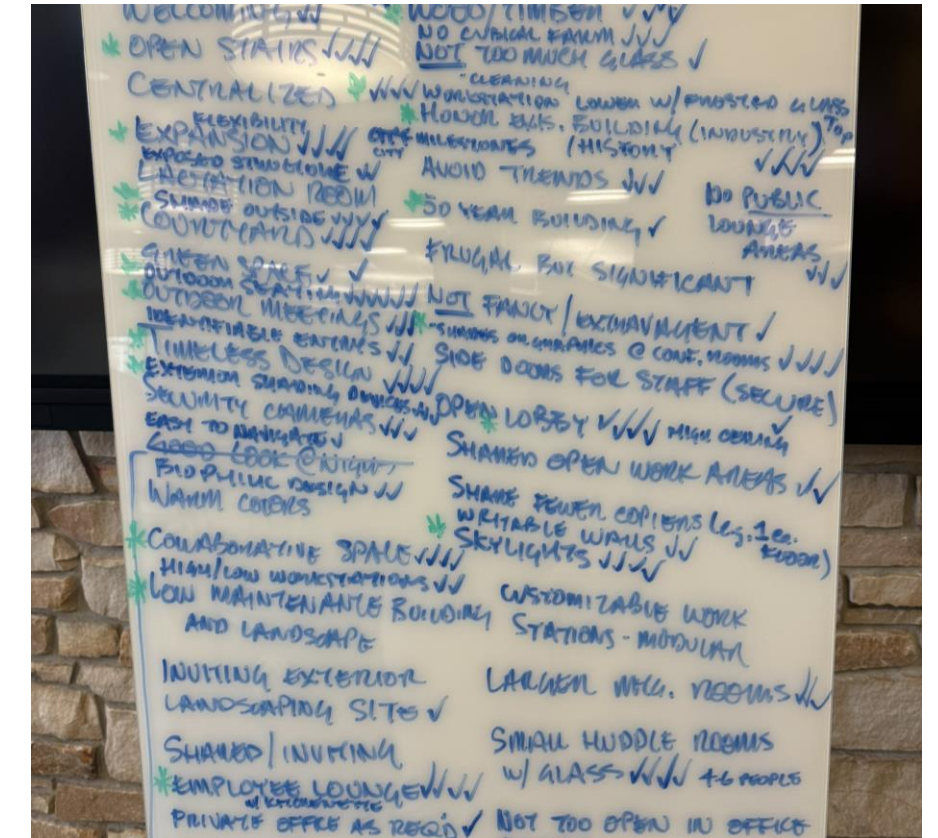


New City Hall | City of Stevens Point

# Visioning session

July 22<sup>nd</sup> in person visioning session with **12 City Hall staff** and 3 Somerville staff at mid-state technical college.

Discussed **project goals, experiences, and vision** from each staff member to share with the group



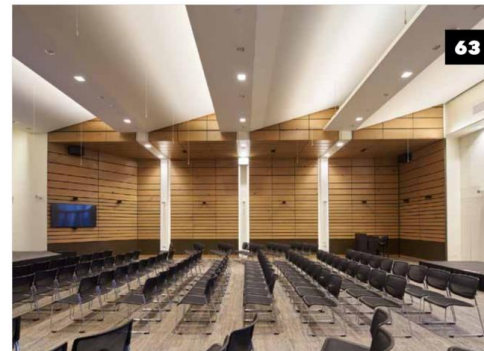
# TOP RANKED DESIGN ELEMENTS

## Visioning session results

Vision for a more **modern, light filled, and efficient** office space for **staff**

Vision for **open and centralized** spaces for **public services**. Easy to navigate & also showcasing **cities heritage**.

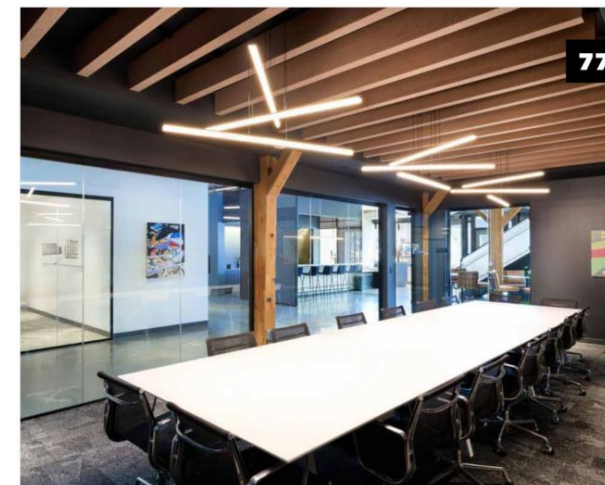
**50- Year building** with low maintenance costs



1. NATURAL LIGHT
2. TIMELESS DESIGN & MATERIALS (STEEL/CONCRETE/STONE/WOOD)
3. SECOND FLOOR WITH OPEN STAIR
4. VARIETY OF WORKSTATION TYPES THAT CAN BE RAISED AND LOWERED (ABLE TO STAND AND WORK)
5. OUTDOOR PATIO / GREEN SPACE AT GRADE LEVEL
6. BIOPHILIC DESIGN / NATURE INDOORS
7. KITCHENETTE
8. LARGE MEETING SPACE
9. ELECTRONIC ACCESS CONTROL FOR BUILDING ENTRY
10. HERITAGE / HISTORY
11. OPERABLE WINDOWS (BRING MORE FRESH AIR IN)
12. PROMOTE COLLABORATION AND TEAMWORK
13. PROVIDE OPENNESS, BUT ALSO ALLOW FOR PRIVACY

### additional common topics of conversation

- Clear wayfinding
- Collaborative spaces
- 50-year building
- Separate entry for public & staff
- Centralize support area
- Employee lounge
- Thoughtful acoustic design
- Neoclassical or stately design
- No open shelving
- Calming colors
- Welcoming for public and staff
- Variety of private conference room sizes
- Writable surfaces
- Variety of seating
- Rentable room for public
- Exterior shading
- High ceilings
- Outdoor lighting / presence at night
- Avoid trendy architectural styles / design for timelessness
- Low maintenance
- Open concept
- No cubicle farm
- Statement lobby space
- Solar / sun study



New City Hall | City of Stevens Point

# Current facility location



1515 Strongs Ave

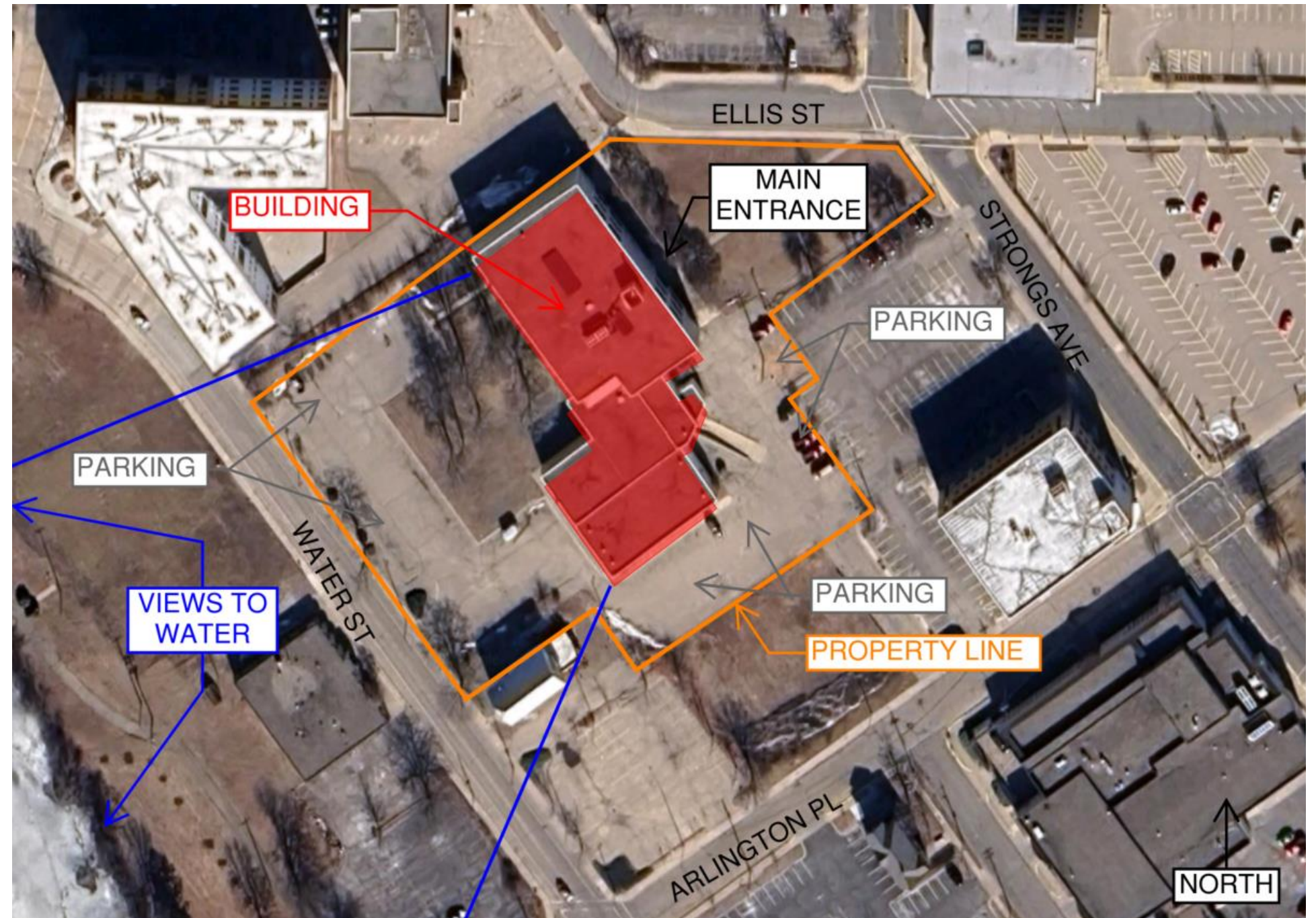
# Possible facility location



1039 Ellis St

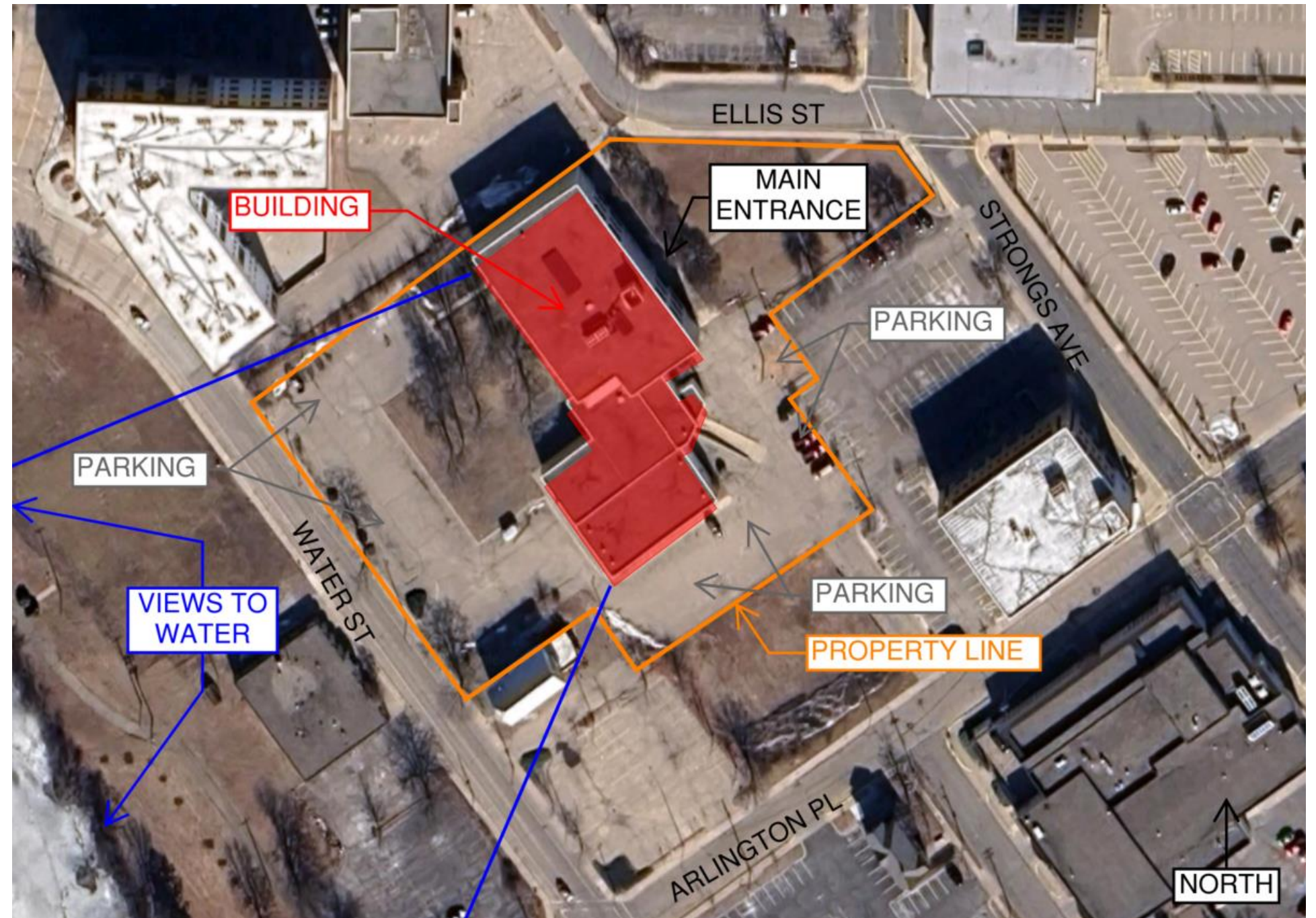
# Possible facility - Site

- Existing facility located **1039 Ellis St**
- **(3) floors** with total of approx. **57,800 sf**
- Site features:
  - Parking entrances off Water St & Arlington Pl
  - Main building entrance off Ellis st
  - Green spaces to both Northeast and South West.



# Possible facility – FCA

- Somerville has completed a **facility condition assessment** report that will be available in full.
- The following is a summary of findings

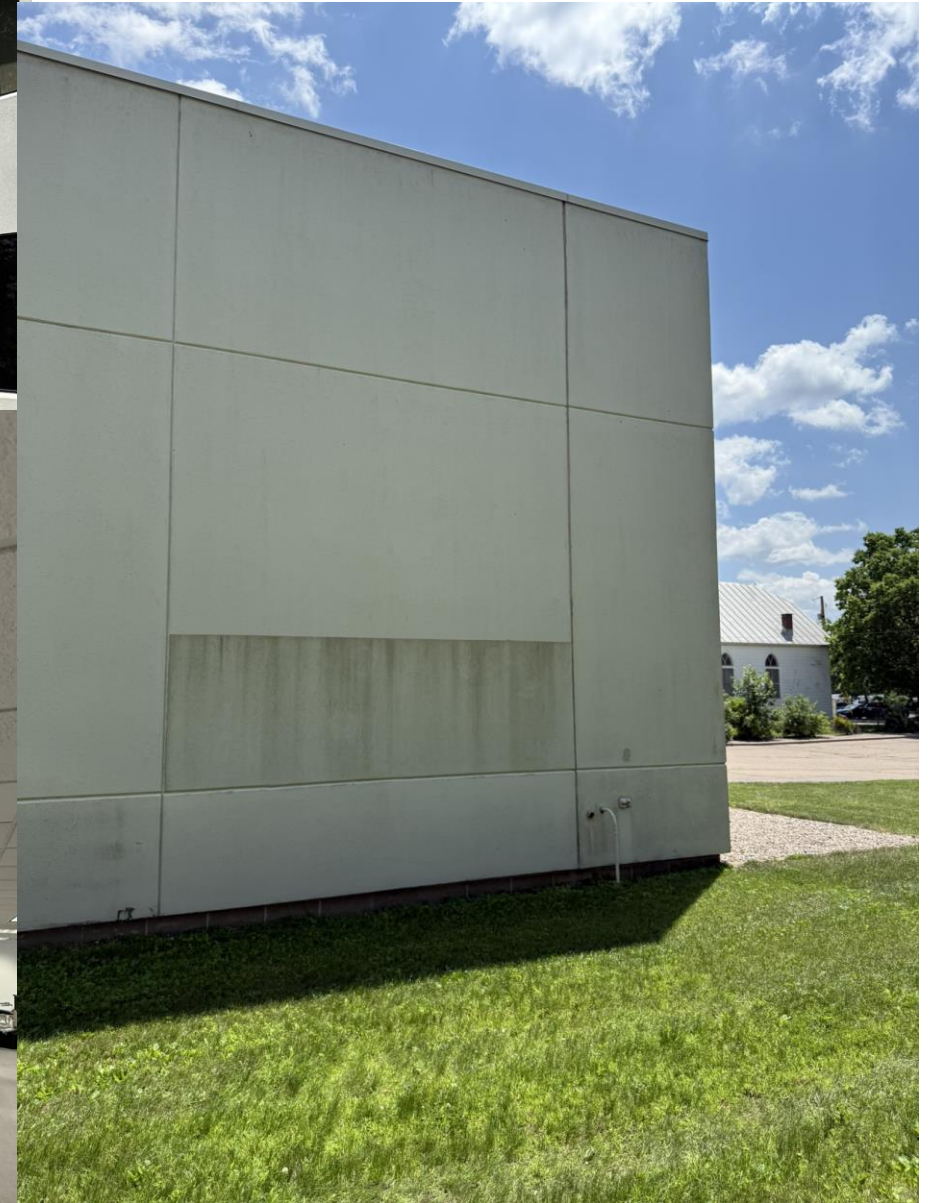
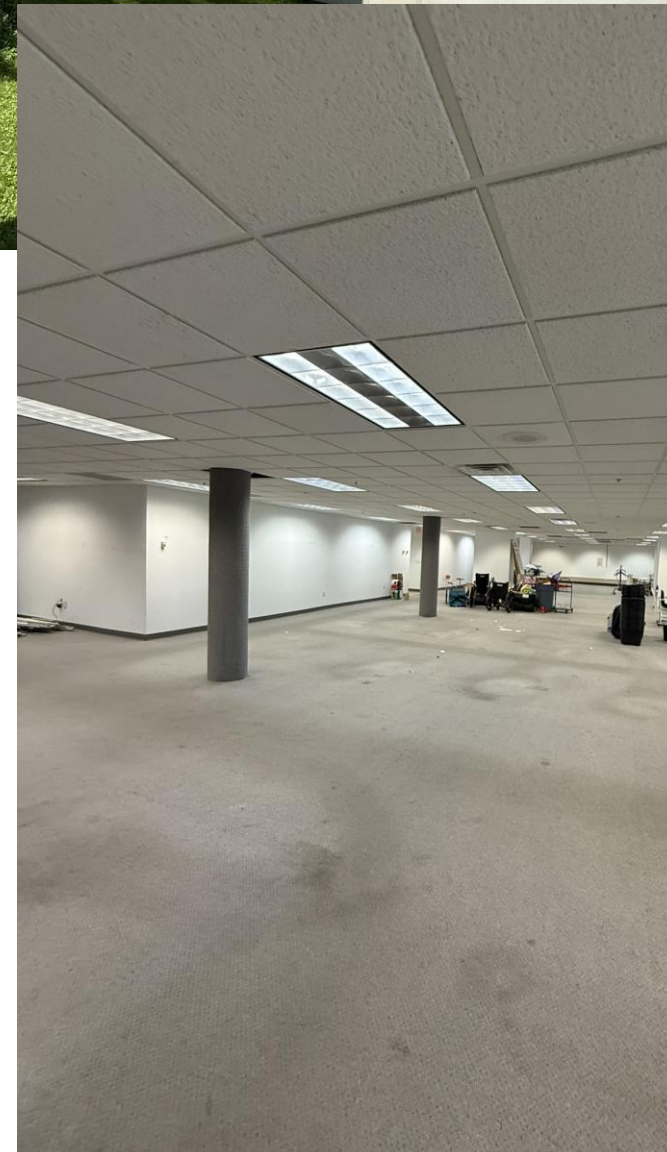


# Possible facility

## - Summary

### ■ Building conditions:

- **Exterior:** EIFS has some delamination and needs cleaning. Not very appealing.
- **Windows:** Non-operable ribbon windows in good condition. Additional will be needed in renovation.
- **Roof:** Approx 35+ yr will need replacing soon.
- **Structure:** Steel and concrete framing adequate for office use
- **Interior Conditions:** Floor to floor heights low in most areas. Mostly open floor plan with regular column grid. Carpet, ceiling tile, drywall needs replacement.



# Possible facility

## - Summary

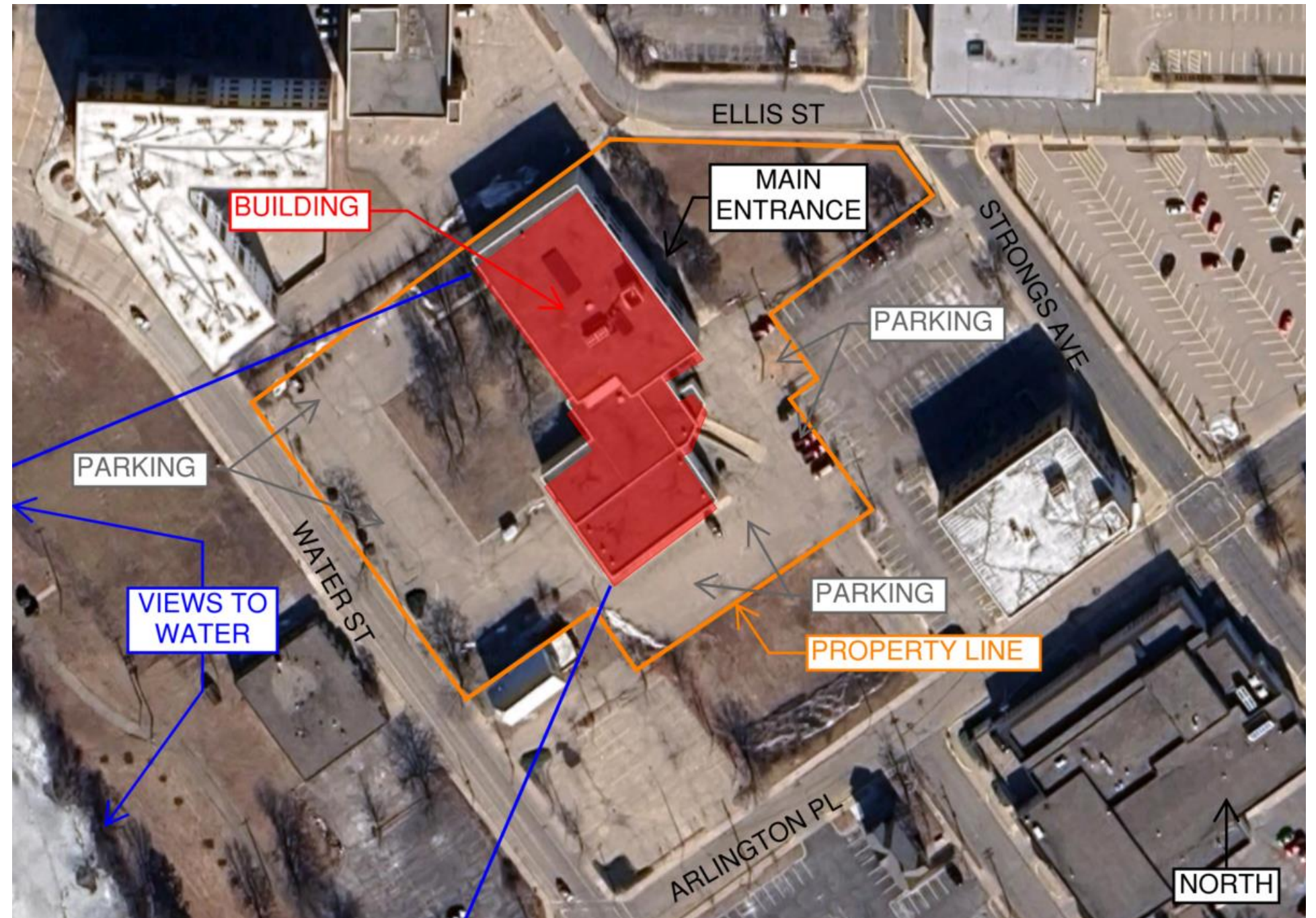
### ■ System conditions:

- **Plumbing:** Most fixtures have reach end of service life. Chase and stacks are reusable
- **Electrical:** New generator needed. Most other systems in good condition but need some updating to meet code.
- **Mechanical:** Most large components have reached end of service life.
- **Fire protection:** In good condition for reuse
- **Layout:** In an updated layout most duct, pipe, and conduit runs will not support new configuration.



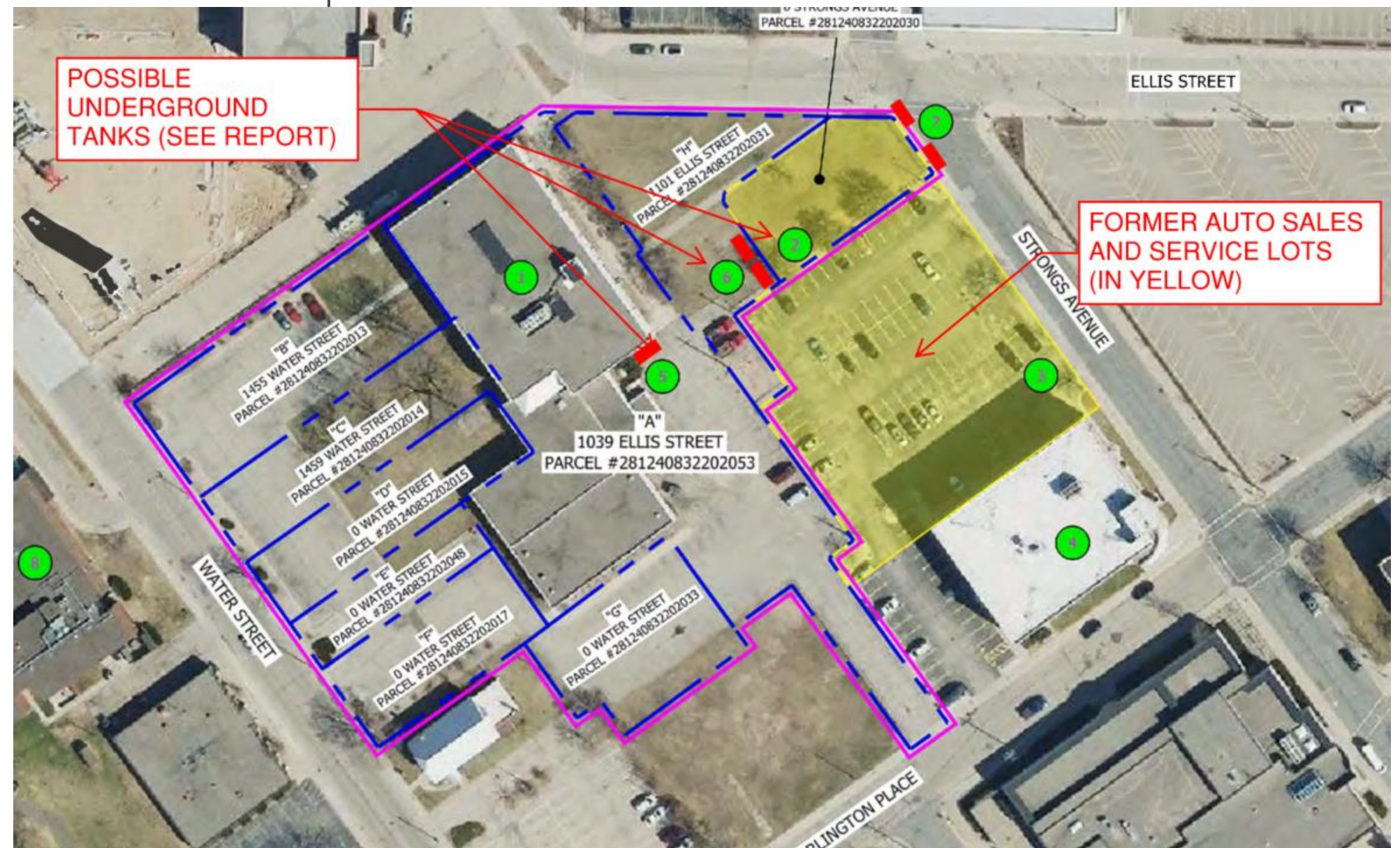
# Possible facility - Recommendation

- Recommendation for renovation is **complete removal of most interior walls, ceilings, mechanicals, and interior finishes**. Reuse of existing central plumbing core, mechanical rooms, and elevator.



# Possible facility – Other considerations

- **Environmental hazard report** provided by *Stantec* identified:
  - Possible **contaminated soils** from previous site use.
  - Possible **underground storage tanks** on site.
  - See report for full description and recommendations

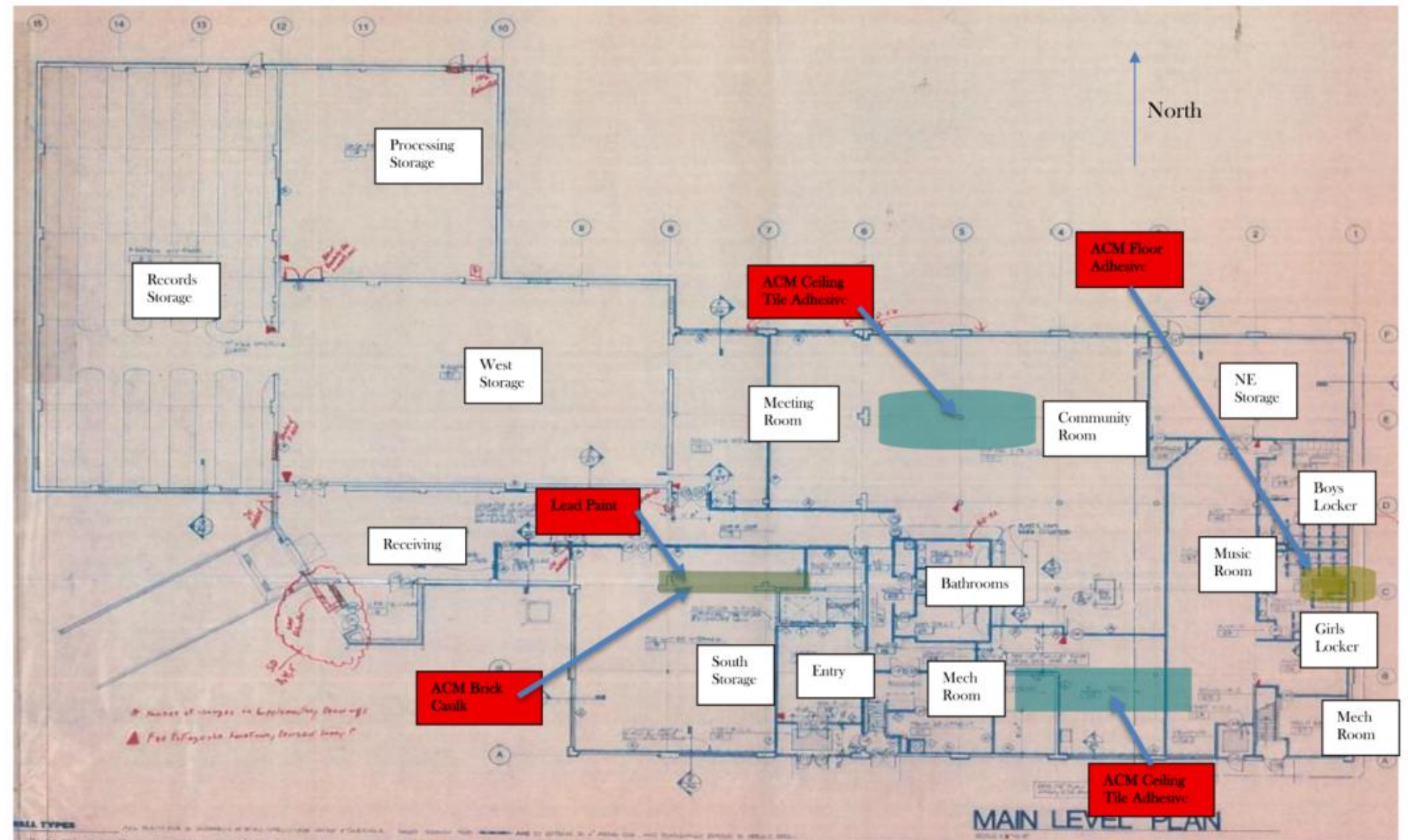


# Possible facility – Other considerations

## Appendix D

## SITE DIAGRAM

- **Hazardous materials report** provided by *Stantec* identified:
- **Asbestos, Lead based paint, and Restricted Waste Items** in several locations through out building.
- See report for full description and recommendations



NorthStar No. 250-875  
Pre-Demolition Inspection: ACM, LBP, RWI

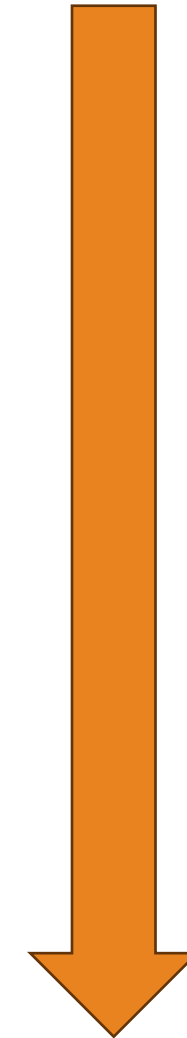
Page 27 of 46

(Stantec) 1039 Ellis Street  
Stevens Point, WI

# Estimated project schedule + budget

# Estimated schedule – **Renovation**

- **Pre-design:** 5 Weeks
  - 7/15/25 – 8/18/25 (*Decision Date*)
- **Schematic Design:** 1.5 Months
  - 8/18/25 – 9/30/25
- **Design Development:** 2.5 Months
  - 10/1/25 – 12/26/25
- **Construction Documents:** 3 Months
  - 1/8/26 – 4/7/26
- **Bidding:** 3 Weeks
  - 4/19/26 – 5/9/26
- **Construction:** 9.5 Months
  - 5/18/26 – 3/11/27



Assumes:

- 2 week approval time at each stage for owner review.
- Few to no changes in approval process
- No unforeseen construction issues
- No unidentified structural issues with existing building.

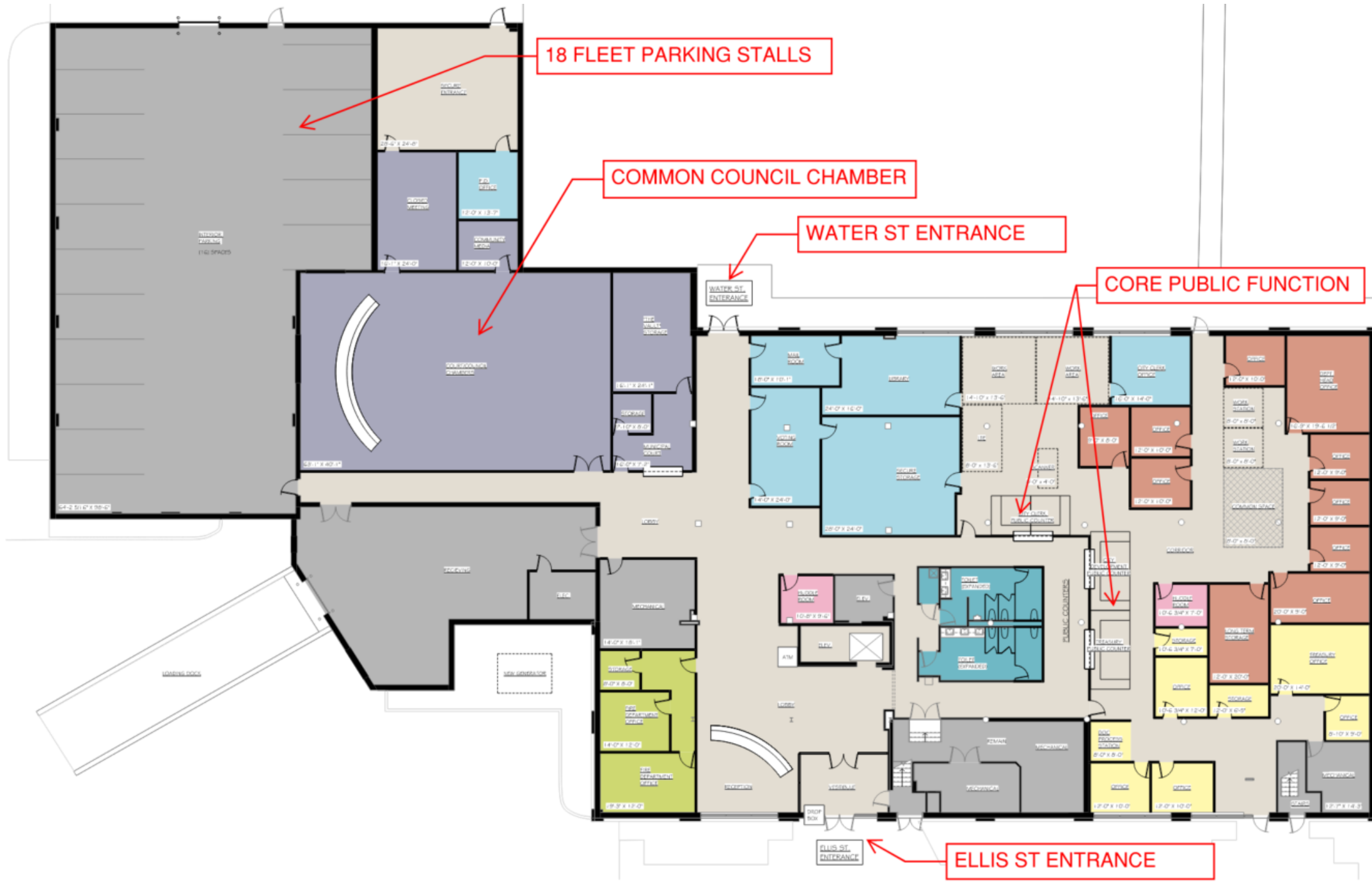
Approximately 20 months

# Conceptual design – **Renovation**

- **Requested** square footage from programming
  - **~46,900 total** square footage for **building**
- **Conceptual renovation** of 1039 Ellis St
  - **~43,360** square footage of **1<sup>st</sup> and 2<sup>nd</sup> floors for City Hall use**
  - **~14,460** at 3<sup>rd</sup> floor of **“white box” space for expansion.**
  - **57,820** total building square footage

# Conceptual design – Renovation

## 1st floor diagram



AREA TOTALS:

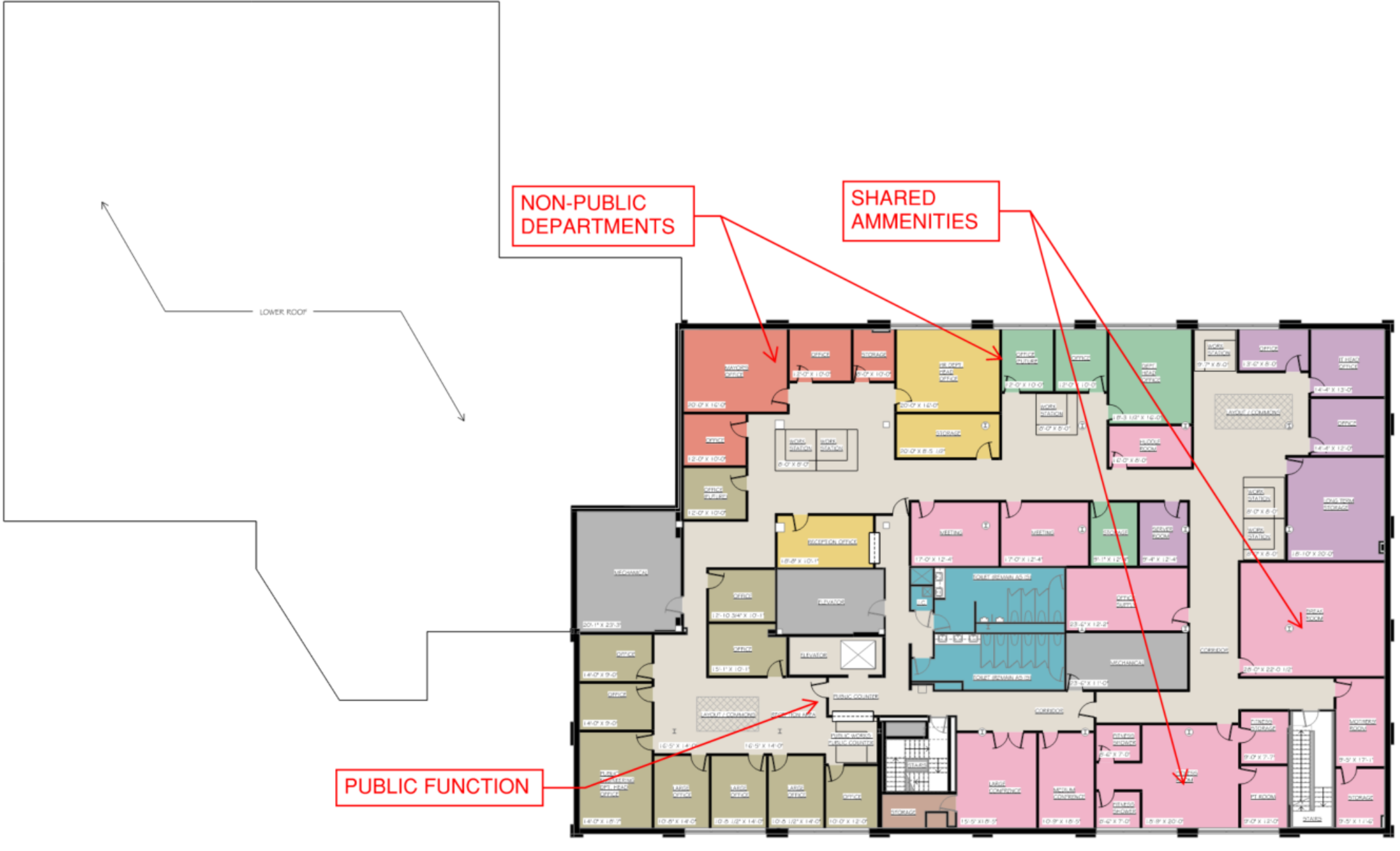
28,900 SF	– 1 <sup>ST</sup>
14,460 SF	– 2 <sup>ND</sup>
14,460 SF	– 3 <sup>RD</sup>
<b>57,820 SF</b>	<b>– TOTAL</b>



New City Hall | City of Stevens Point

# Conceptual design – Renovation

## 2<sup>nd</sup> floor diagram

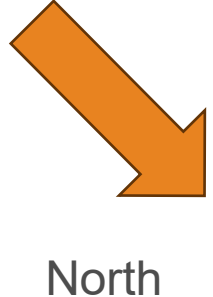


NON-PUBLIC DEPARTMENTS

SHARED AMMENITIES

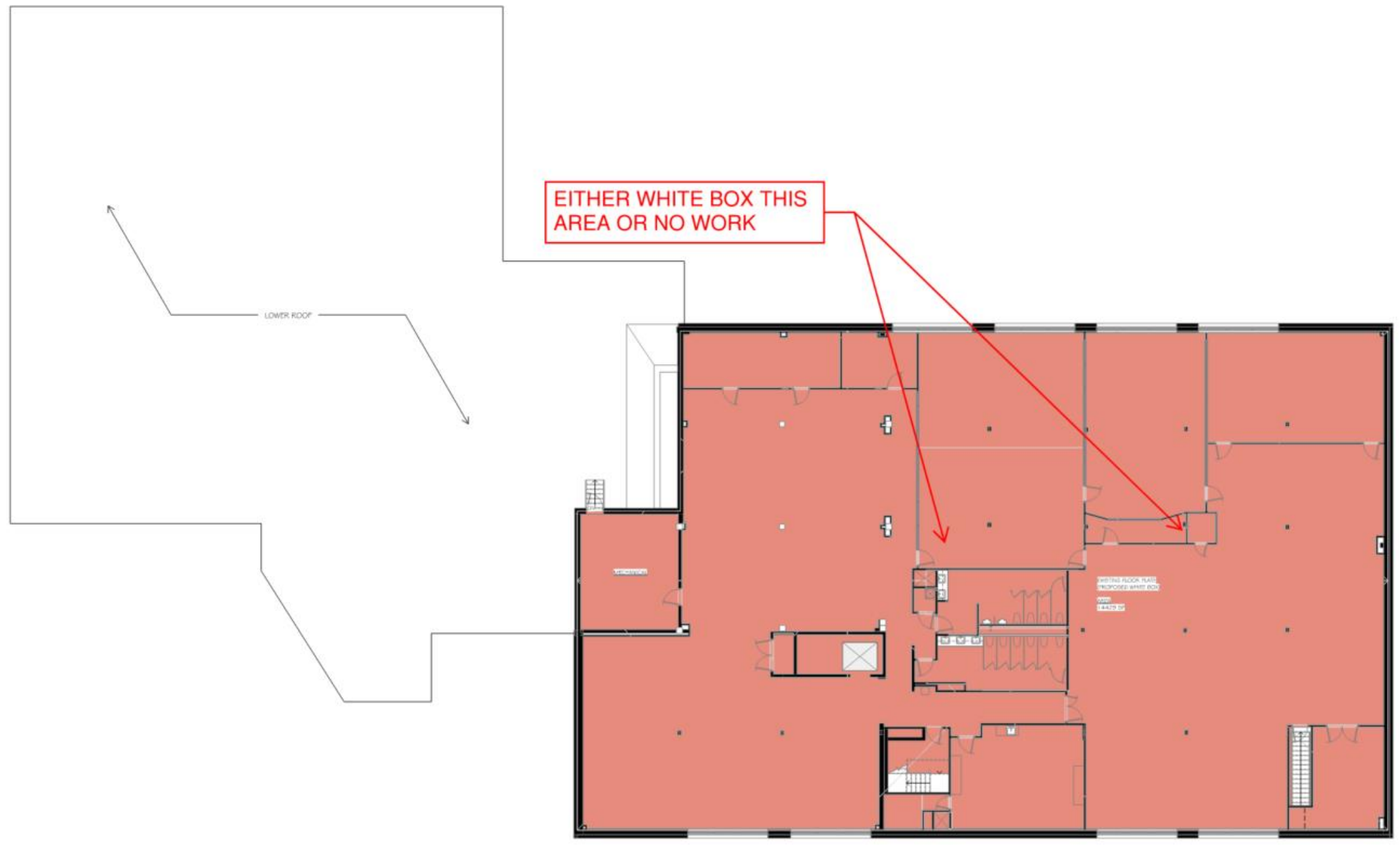
PUBLIC FUNCTION

AREA TOTALS:	
28,900 SF	– 1 <sup>ST</sup>
<b>14,460 SF</b>	<b>– 2<sup>ND</sup></b>
14,460 SF	– 3 <sup>RD</sup>
<b>57,820 SF</b>	<b>– TOTAL</b>



# Conceptual design – Renovation

## 3<sup>rd</sup> floor diagram



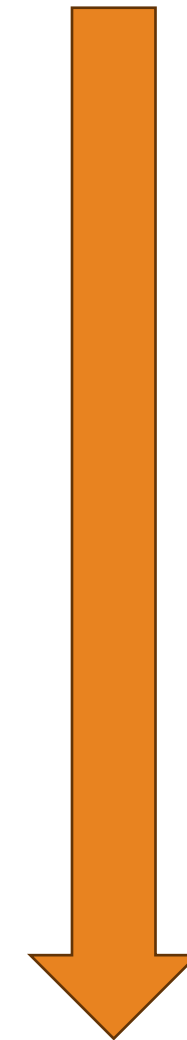
AREA TOTALS:
28,900 SF – 1 <sup>ST</sup>
14,460 SF – 2 <sup>ND</sup>
<b>14,460 SF – 3<sup>RD</sup></b>
<b>57,820 SF – TOTAL</b>

# Estimated budget – Renovation

New City Hall - Renovation		Low End Estimate					High End Estimate				
(Total Building SF = 57.820)											
<b>CONSTRUCTION COSTS (Physical building elements, estimates taken from recent project costs)</b>											
Programed Renovation Area (1st & 2nd floor)	43,360	SF	\$ 265	per SF	\$ 11,490,400	43,360	SF	\$ 300	per SF	\$ 13,008,000	
White Box Renovation Area (3rd floor)	14,460	SF	\$ 150	per SF	\$ 2,169,000	14,460	SF	\$ 175	per SF	\$ 2,530,500	
Generator	1	Qty	\$300,000	per qty	\$ 300,000	1	Qty	\$300,000	per qty	\$ 300,000	
<b>SUBTOTAL</b>	57,820				\$ 15,355,340	57,820		+/- 13.46%		\$ 17,422,350	
<b>DESIGN FEES (A/E , Civil Engineering, IT, Security, A/V. Cost are estimates)</b>											
<b>SUBTOTAL</b>					\$ 904,544			+/- 13.67%		\$ 1,028,229	
<b>REIMBURSABLES (Applications, plan review, printing. Costs are estimates)</b>											
<b>SUBTOTAL</b>					\$ 6,000			+/- 0.00%		\$ 6,000	
<b>OWNER PROJECT COSTS (Abatement, building demolition, furniture, graphics &amp; signage, window treatments, IT, utility set up, AV systems, security systems, contingency)</b>											
<b>SUBTOTAL</b>					\$ 986,700			+/- 0.00%		\$ 986,700	
<b>TOTAL ESTIMATED PROJECT COST</b>					\$ 17,252,584						\$ 19,443,279

# Projected schedule – **New Construction**

- **Pre-design: 5 Weeks**
  - 7/15/25 – 8/18/25 (*Decision Date*)
- **Schematic Design: 1.5 Months**
  - 8/18/25 – 9/30/25
- **Design Development: 2.5 Months**
  - 10/1/25 – 12/26/25
- **Construction Documents: 3 Months**
  - 1/8/26 – 4/7/26
- **Bidding: 3 Weeks**
  - 4/19/26 – 5/9/26
- **Construction: 13 Months**
  - 5/18/26 – 6/11/27



Assumes:

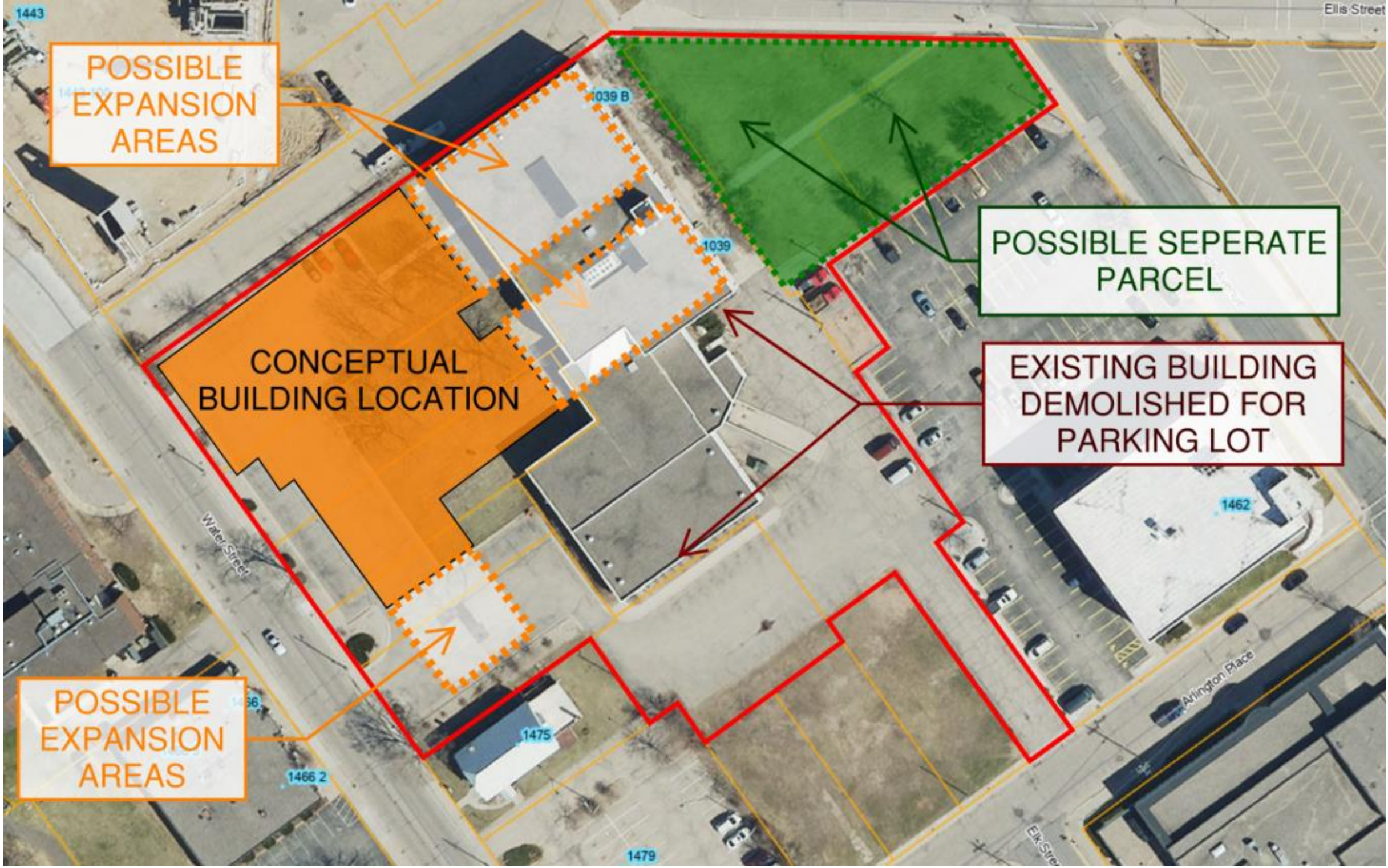
- 2 week approval time at each stage for owner review.
- Few to no changes in approval process
- No unforeseen construction issues
- Existing building demolition occurs before or during beginning of construction

Approximately 24 months

# Conceptual design – **New Construction**

- **Requested** square footage from programming
  - **~46,900 total** square footage for **building**
- **Conceptual new construction** design
  - **~41,000** square footage of 1<sup>st</sup> and 2<sup>nd</sup> floors for city hall use
    - Finding redundancies in program area reduced building size.
  - Anticipated building location does not interfere with demolition

# Conceptual design – New Construction



New City Hall | City of Stevens Point

35 | 7967 | August 11<sup>th</sup>, 2025  
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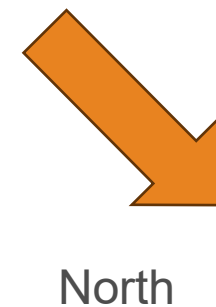
# Conceptual design – New Construction

## 1st floor diagram

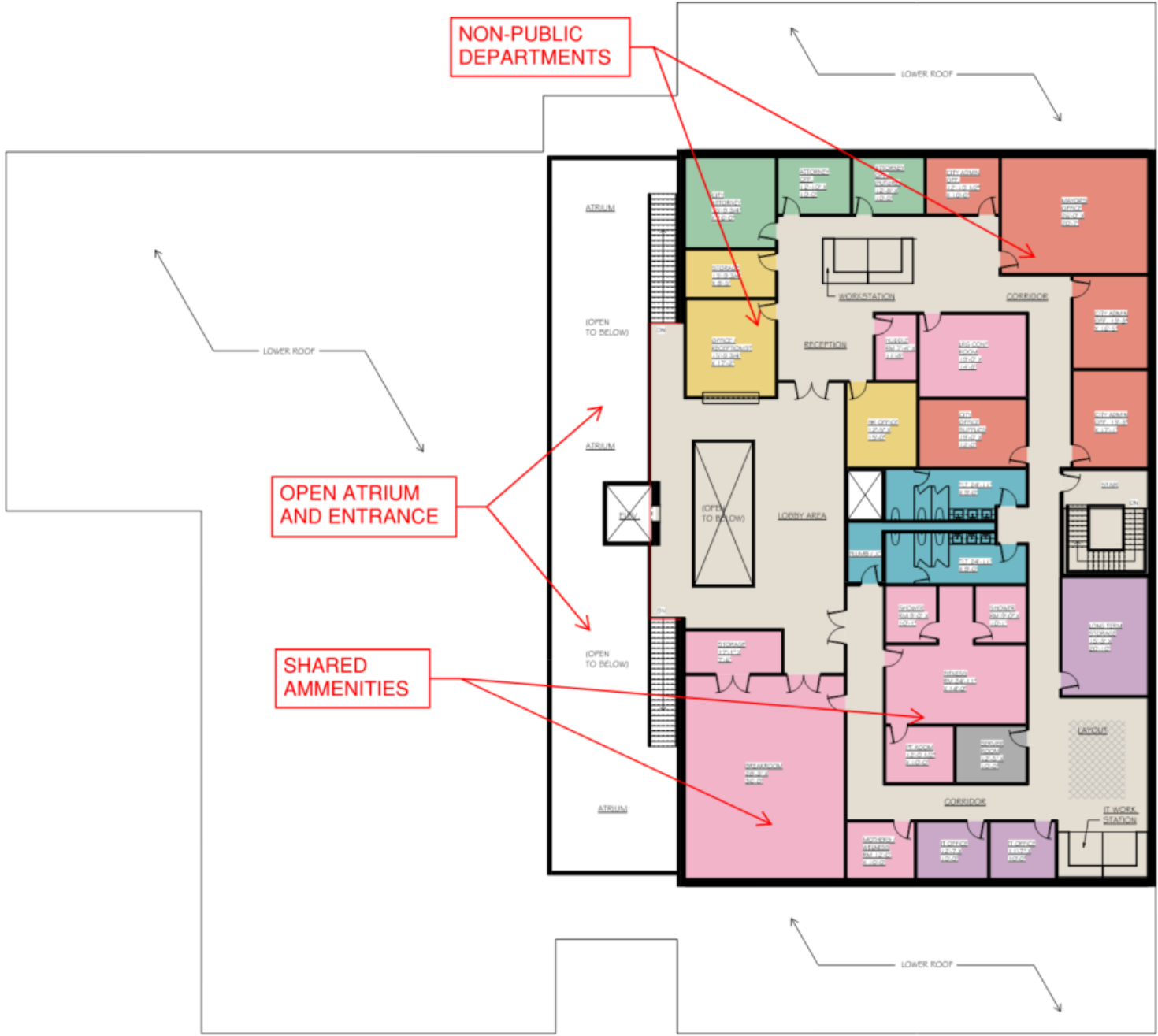


AREA TOTALS:

29,800 SF – 1 <sup>ST</sup>
11,200 SF – 2 <sup>ND</sup>
<b>41,000 SF – TOTAL</b>



# Conceptual design – **New Construction** 2<sup>nd</sup> floor diagram



AREA TOTALS:

29,800 SF – 1 <sup>ST</sup>
<b>11,200 SF – 2<sup>ND</sup></b>
<b>41,000 SF – TOTAL</b>



North

# Estimated budget – New Construction

New City Hall - New Construction	Low End Estimate					High End Estimate				
	<b>CONSTRUCTION COSTS (Physical building elements, estimates taken from recent project costs)</b>									
New Construction Area	41,000	SF	\$ 300	per SF	\$ 12,300,000	41,000	SF	\$ 325	per SF	\$ 13,325,000
Generator	1	Qty	\$300,000	per qty	\$ 300,000	1	Qty	\$300,000	per qty	\$ 300,000
<b>SUBTOTAL</b>	41,000				<b>\$ 13,860,000</b>	41,000		+/- 8.13%		<b>\$ 14,987,500</b>
<b>DESIGN FEES (A/E , Civil Engineering, IT, Security, A/V. Cost are estimates)</b>										
<b>SUBTOTAL</b>					<b>\$ 879,800</b>			+/- 7.05%		<b>\$ 941,813</b>
<b>REIMBURSABLES (Applications, plan review, printing. Costs are estimates)</b>										
<b>SUBTOTAL</b>					<b>\$ 6,000</b>			+/- 0.00%		<b>\$ 6,000</b>
<b>OWNER PROJECT COSTS (Abatement, building demolition, furniture, graphics &amp; signage, window treatments, IT, utility set up, AV systems, security systems, contingency)</b>										
<b>SUBTOTAL</b>					<b>\$ 1,449,030</b>			+/- 0.00%		<b>\$ 1,449,030</b>
<b>TOTAL ESTIMATED PROJECT COST</b>					<b>\$ 16,194,830</b>	<b>\$ 17,384,343</b>				

# Comparisons – Renovation

## Pros

- + Shorter **construction time**
- + **Easy expansion** (3rd floor)
- + **Historical** connection  
(certain portions of building)
- + Lower construction **cost per square foot**

## Cons

- Existing **interior conditions**  
(low ceilings, floor to floor heights, window locations)
- **Square footage & expansion** is predetermined
- **Building unknowns** (hazardous mat'l, demolition discovery, structure reinforcements)
- Few **salvageable building equipment** pieces (generator, air handler, etc.)
- Unappealing **exterior**

# Comparisons – New Construction

## Pros

- + Better **interior conditions** (high ceilings, more windows, departmental layouts)
- + **Better expansion** opportunities
- + Thoughtful **entrance experience**
- + Easier **cost control** (build only what you need)
- + Opportunities for **parcel separation**

## Cons

- Longer **construction time**
- **Environmental** unknowns (soil conditions, contamination, stormwater management)
- Higher **cost per square foot**
- **Demolition** of existing building

Opinion of Probable Cost for:

**Stevens Point**  
**New City Hall - New Construction**

Stevens Point, WI



**Low**

**High**

CONSTRUCTION COSTS												
<b>New Construction Area</b>	41,000	SF	\$ 300	per SF	\$	12,300,000	41,000	SF	\$ 325	per SF	\$	13,325,000
<b>Generator</b>	1	Qty	\$ 300,000	per qty	\$	300,000	1	Qty	\$ 300,000	per qty	\$	300,000
Design Phase Contingency (Lower to 5% headed into construction)				10.00%	\$	1,260,000				10.00%	\$	1,362,500
<b>SUBTOTAL</b>	<b>41,000</b>				<b>\$</b>	<b>13,860,000</b>	<b>41,000</b>		<b>+/- 8.13%</b>		<b>\$</b>	<b>14,987,500</b>
DESIGN FEES												
Architect/Engineer (A/E) Fee (ESTIMATE PLACEHOLDER)				5.50%	\$	762,300				5.50%	\$	824,313
Schematic Design	20%		152,460				20%		152,460			
Design Development	25%		190,575				25%		190,575			
Construction Documents	30%		228,690				30%		228,690			
Bidding	3%		22,869				3%		22,869			
Construction Phase	22%		167,706				22%		167,706			
A/E Optional Additional Services:												
<i>Furniture Selection Procurement (not in project)</i>				Est.	\$	-				Est.	\$	-
Environmental Graphics Design				Est.	\$	20,000				Est.	\$	20,000
Site Surveying				Est.	\$	7,500				Est.	\$	7,500
Site/Civil Engineering				Est.	\$	30,000				Est.	\$	30,000
Stormwater Management (> 1 Acre Disturbance)				Est.	\$	20,000				Est.	\$	20,000
<i>Landscape Architecture (by Forestry Department)</i>					\$	-					\$	-
Security Design				Est.	\$	10,000				Est.	\$	10,000
A/V Design				Est.	\$	10,000				Est.	\$	10,000
IT Design				Est.	\$	20,000				Est.	\$	20,000
<b>SUBTOTAL</b>					<b>\$</b>	<b>879,800</b>			<b>+/- 7.05%</b>		<b>\$</b>	<b>941,813</b>
REIMBURSABLES												
<i>Detailed Cost Estimating (not in project)</i>					\$	-					\$	-
Document printing/mailing				Est.	\$	3,000				Est.	\$	3,000
<i>A/E Travel/Substance (no additional charge)</i>					\$	-					\$	-
Agency Approval Fees (Site Plan & Building)				Est.	\$	3,000				Est.	\$	3,000
<b>SUBTOTAL</b>					<b>\$</b>	<b>6,000</b>			<b>+/- 0.00%</b>		<b>\$</b>	<b>6,000</b>
OWNER PROJECT COSTS (NOTE: Cost estimates and accuracy for Owner provided items listed below are the sole responsibility of the Owner.)												
Building/Land Procurement					\$	-					\$	-
Hazardous Materials Abatement				Est.	\$	150,000				Est.	\$	150,000
<b>Existing building demolition</b>				Est.	\$	400,000				Est.	\$	400,000
Furnishings ( <i>assumes half of S.F. is with reused furniture</i> )	20,500	@	\$18	per sf	\$	369,000	20,500	@	\$18	per sf	\$	369,000
Kitchen Appliances	4	@	\$750	each	\$	3,000	4	@	\$750	each	\$	3,000
Environmental Graphics	6	@	\$5,500	each	\$	33,000	6	@	\$5,500	each	\$	33,000
Interior Wayfinding Signage	20	@	\$300	each	\$	6,000	20	@	\$300	each	\$	6,000
Artwork ( <i>assumes reuse of most interior artwork</i> )	10	@	\$300	each	\$	3,000	10	@	\$300	each	\$	3,000
Exterior Signage ( <i>Monument and Building</i> )	4	@	\$7,500	each	\$	30,000	4	@	\$7,500	each	\$	30,000
Window Treatments				Est.	\$	35,000				Est.	\$	35,000
IT				Est.	\$	80,000				Est.	\$	80,000
Utilities (e.g. fiber, telecomm, electrical, water, gas)				Est.	\$	39,800				Est.	\$	39,800
A/V System				Est.	\$	25,000				Est.	\$	25,000
Security System ( <i>assumes total building</i> )	41,000	@	\$3.50	per sf	\$	143,500	41,000	@	\$3.50	per sf	\$	143,500
Owner Contingency ( <i>City Standard</i> )				10.00%	\$	131,730				10.00%	\$	131,730
<b>SUBTOTAL</b>					<b>\$</b>	<b>1,449,030</b>			<b>+/- 0.00%</b>		<b>\$</b>	<b>1,449,030</b>
<b>TOTAL ESTIMATED PROJECT COST</b>					<b>\$</b>	<b>16,194,830</b>					<b>\$</b>	<b>17,384,343</b>
<b>CHANGE IN TOTAL PROJECT COST</b>									<b>7.35%</b>		<b>\$</b>	<b>1,189,513</b>

Opinion of Probable Cost for:

# Stevens Point New City Hall - Renovation

Stevens Point, WI

(Total Building SF = 57,820)



**Low**

**High**

Total gut job on interior, some recladding of exterior with minor adjustments

Total gutting of building, major recladding of exterior with major adjustments

CONSTRUCTION COSTS												
<b>Programed Renovation Area (1st &amp; 2nd floor)</b>	43,360	SF	\$ 265	per SF	\$	11,490,400	43,360	SF	\$ 300	per SF	\$	13,008,000
<b>White Box Renovation Area (3rd floor)</b>	14,460	SF	\$ 150	per SF	\$	2,169,000	14,460	SF	\$ 175	per SF	\$	2,530,500
<b>Generator</b>	1	Qty	\$ 300,000	per qty	\$	300,000	1	Qty	\$ 300,000	per qty	\$	300,000
Design Phase Contingency (Lower to 5% headed into construction)				10.00%	\$	1,395,940				10.00%	\$	1,583,850
<b>SUBTOTAL</b>	<b>57,820</b>				<b>\$</b>	<b>15,355,340</b>	<b>57,820</b>		<b>+/- 13.46%</b>		<b>\$</b>	<b>17,422,350</b>
DESIGN FEES												
Architect/Engineer (A/E) Fee (ESTIMATE PLACEHOLDER)				5.50%	\$	844,544			5.50%	\$	958,229	
Schematic Design	20%		168,909				20%		168,909			
Design Development	25%		211,136				25%		211,136			
Construction Documents	30%		253,363				30%		253,363			
Bidding	3%		25,336				3%		25,336			
Construction Phase	22%		185,800				22%		185,800			
A/E Optional Additional Services:												
<i>Furniture Selection Procurement (not in project)</i>				Est.	\$	-				Est.	\$	-
Environmental Graphics Design				Est.	\$	20,000				Est.	\$	20,000
<i>Landscape Architecture (by Forestry Department)</i>					\$	-					\$	-
Security Design				Est.	\$	10,000				Est.	\$	10,000
A/V Design				Est.	\$	10,000				Est.	\$	20,000
IT Design				Est.	\$	20,000				Est.	\$	20,000
<b>SUBTOTAL</b>					<b>\$</b>	<b>904,544</b>			<b>+/- 13.67%</b>		<b>\$</b>	<b>1,028,229</b>
REIMBURSABLES												
<i>Detailed Cost Estimating (not in project)</i>					\$	-					\$	-
Document printing/mailing				Est.	\$	3,000				Est.	\$	3,000
<i>A/E Travel/Substance (no additional charge)</i>					\$	-					\$	-
Agency Approval Fees (Site Plan & Building)				Est.	\$	3,000				Est.	\$	3,000
<b>SUBTOTAL</b>					<b>\$</b>	<b>6,000</b>			<b>+/- 0.00%</b>		<b>\$</b>	<b>6,000</b>
OWNER PROJECT COSTS (NOTE: Cost estimates and accuracy for Owner provided items listed below are the sole responsibility of the Owner.)												
Building/Land Procurement					\$	-					\$	-
Hazardous Materials Abatement				Est.	\$	150,000				Est.	\$	150,000
Furnishings ( <i>assumes half of S.F. is with reused furniture</i> )	21,680	@	\$18	per sf	\$	390,240	21,680	@	\$18	per sf	\$	390,240
Kitchen Appliances	4	@	\$750	each	\$	3,000	4	@	\$750	each	\$	3,000
Environmental Graphics	6	@	\$5,500	each	\$	33,000	6	@	\$5,500	each	\$	33,000
Interior Wayfinding Signage	20	@	\$300	each	\$	6,000	20	@	\$300	each	\$	6,000
Artwork ( <i>assumes reuse of most interior artwork</i> )	10	@	\$300	each	\$	3,000	10	@	\$300	each	\$	3,000
Exterior Signage ( <i>Monument and Building</i> )	4	@	\$7,500	each	\$	30,000	4	@	\$7,500	each	\$	30,000
Window Treatments				Est.	\$	25,000				Est.	\$	25,000
IT				Est.	\$	80,000				Est.	\$	80,000
Utilities (e.g. fiber, telecomm, electrical)					\$	-					\$	-
A/V System				Est.	\$	25,000				Est.	\$	25,000
Security System ( <i>assumes total building</i> )	43,360	@	\$3.50	per sf	\$	151,760	43,360	@	\$3.50	per sf	\$	151,760
Owner Contingency ( <i>City Standard</i> )				10.00%	\$	89,700				10.00%	\$	89,700
<b>SUBTOTAL</b>					<b>\$</b>	<b>986,700</b>			<b>+/- 0.00%</b>		<b>\$</b>	<b>986,700</b>
<b>TOTAL ESTIMATED PROJECT COST</b>					<b>\$</b>	<b>17,252,584</b>					<b>\$</b>	<b>19,443,279</b>
<b>CHANGE IN TOTAL PROJECT COST</b>									<b>12.70%</b>		<b>\$</b>	<b>2,190,696</b>

# AIA® Document B101® – 2017

## ***Standard Form of Agreement Between Owner and Architect***

**AGREEMENT** made as of the Eleventh day of August in the year Two Thousand Twenty-Five  
*(In words, indicate day, month and year.)*

**BETWEEN** the Architect's client identified as the Owner:  
*(Name, legal status, address and other information)*

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
(715) 346-1569

and the Architect:  
*(Name, legal status, address and other information)*

Somerville, Inc.  
2100 Riverside Drive  
Green Bay, WI 54301  
(920) 437-8136

for the following Project:  
*(Name, location and detailed description)*

Architect's Project No.: TBD  
Architectural and engineering design services for a new City Hall building located at 1039 Ellis Street in Stevens Point, WI.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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**ARTICLE 1 INITIAL INFORMATION**

**§ 1.1** This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

**§ 1.1.1** The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

Project includes a new building of approximately 41,000 SF of (2) story masonry and steel framed building located at 1039 Ellis St, Stevens Point WI.

Project scope is to design a new space to house City of Stevens Point administrative staff including departmental offices, council chambers, meeting rooms, and interior parking.

Additional program requirements shall be developed in accordance with Section 4.1.2.2.1.

**§ 1.1.2** The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

New building of approximately 41,000 SF.

**§ 1.1.3** The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

The Owner's budget for the Cost of Work is approximately \$13,800,000 - 14,900,000.

**§ 1.1.4** The Owner's anticipated design and construction milestone dates:

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- .1 Design phase milestone dates, if any:  
Construction Documents Completion: April 2026
- .2 Construction commencement date:  
May 2026
- .3 Substantial Completion date or dates:  
June 2027
- .4 Other milestone dates:  
None identified.

**§ 1.1.5** The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

Competitive bid.

**§ 1.1.6** The Owner's anticipated Sustainable Objective for the Project:  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

No extraordinary sustainability design measures or initiatives will be undertaken beyond usual and customary energy efficient design guidelines.

**§ 1.1.6.1** If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™-2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204-2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204-2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

**§ 1.1.7** The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

Jarod Kivela  
Community Development Director

**§ 1.1.8** The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

Mayor Mike Wiza

**§ 1.1.9** The Owner shall retain the following consultants and contractors:  
*(List name, legal status, address, and other contact information.)*

- .1 Geotechnical Engineer:  
To be determined
- .2 Civil Engineer:  
To be contracted with the Architect and billed to the Owner as a ReimbursableExpense.
- .3 Other, if any:  
*(List any other consultants and contractors retained by the Owner.)*

None identified.

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:  
(List name, address, and other contact information.)

Justin Marquis, NCARB, AIA  
Project Architect

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

To be determined.

.2 Mechanical Engineer:

Somerville, Inc.  
2100 Riverside Drive  
Green Bay, WI 54301

.3 Electrical Engineer:

Somerville, Inc.  
2100 Riverside Drive  
Green Bay, WI 54301

§ 1.1.11.2 Consultants retained under Supplemental Services:

Site/Civil Engineering - To be determined.

§ 1.1.12 Other Initial Information on which the Agreement is based:

None identified.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form. The parties will use document 00 31 01-1 Request For Drawings in Electronic Format to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by

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User Notes: (68924a72be3f983e3f7e5754)

architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

**§ 2.2.1** Nothing contained in this Agreement shall require the Architect to exercise professional skill and judgment greater than that set forth in Section 2.2 hereof (the "Standard of Care"). Architect makes no warranties, express or implied regarding the adequacy of the Instruments of Service or the outcome of the Project. This limitation shall not be modified by any certification or representation made by Architect as an accommodation upon request of Owner. Architect shall not be responsible for any failure to follow or apply any knowledge or techniques which were not generally known, acknowledged or accepted as of the time during which Architect is performing its services under this Agreement. The parties acknowledge that no set of plans and specifications is entirely free of errors and omissions and that the existence of an error or omission does not automatically constitute a breach of the Standard of Care. All costs of Architect's errors, omissions or other changes which result in "betterment" or "value added" to the Owner shall be borne by the Owner, not the Architect, (to the extent of the betterment or value added) and shall not be the basis of a claim. The Owner shall establish a reasonable contingency line item in the construction budget to cover additional costs resulting from errors and omissions, and the Architect shall not be liable therefor unless the errors and omissions both exceed a reasonable contingency amount and constitute a breach of the Standard of Care.

**§ 2.3** The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

**§ 2.4** Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

**§ 2.5** The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

**§ 2.5.1** Commercial General Liability with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) for each occurrence and Two Million Dollars and Zero Cents (\$ 2,000,000.00 ) in the aggregate for bodily injury and property damage.

**§ 2.5.2** Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than Two Million Dollars and Zero Cents (\$ 2,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

**§ 2.5.3** The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

**§ 2.5.4** Workers' Compensation at statutory limits.

**§ 2.5.5** Employers' Liability with policy limits not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) each accident, One Million Dollars and Zero Cents (\$ 1,000,000.00 ) each employee, and One Million Dollars and Zero Cents (\$ 1,000,000.00 ) policy limit.

**§ 2.5.6** Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five Million Dollars and Zero Cents (\$ 5,000,000.00 ) per claim and Five Million Dollars and Zero Cents (\$ 5,000,000.00 ) in the aggregate.

**§ 2.5.7 Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

### **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.5.1 The Architect shall conform the Drawings and Specifications to all applicable federal, state and local laws, statutes, ordinances, rules, regulations, orders or other legal requirements applicable to the Project (collectively "Governmental Requirements") existing on the date of this Agreement. However, Owner recognizes that interpretations by governmental officials ("Code Authority") are often subject to change even after issuance of a building permit. If after submittal to Code Authority modifications to the Drawing or Specifications are required because of an interpretation by the Code Authority which has not been previously given, or which is given, was different than a prior interpretation of the Code Authority, Architect shall make the required modifications, but the cost of such modifications shall be compensated as a Contingent Additional Service. The parties acknowledge that submittal of Drawings and Specifications for approval routinely result in comments, questions and change requests by the Code Authority, and the Architect shall make such changes and/or provide the requested information as a Basic Service. Nothing contained herein shall relieve the Architect of its obligation to modify at its own expense Plans and Specification where the Architect has negligently failed to prepare them in compliance with the applicable Governmental Requirements.

§ 3.1.5.2 Architect shall conform the Construction Documents to the requirements known to similarly situated architects of the Americans with Disabilities Act Accessibility Guidelines ("ADAAG"). Owner shall be solely responsible for compliance with the remaining provisions of the Americans With Disabilities Act. Owner and Architect further recognize that interpretations of the ADAAG by governmental officials and/or courts of law may evolve, vary or change. Should such evolution, variance or change require Architect to make modifications to the Drawings or Specifications, such modifications shall be considered an Additional Service.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### **§ 3.2 Schematic Design Phase Services**

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.2.2** The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

**§ 3.2.3** The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

**§ 3.2.4** Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

**§ 3.2.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

**§ 3.2.5.1** The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

**§ 3.2.5.2** The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

**§ 3.2.6** The Architect shall submit to the Owner an Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

**§ 3.2.7** The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### **§ 3.3 Design Development Phase Services**

**§ 3.3.1** Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

**§ 3.3.2** The Architect shall update the Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

**§ 3.3.3** The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the Opinion of Probable Cost of the Work, and request the Owner's approval.

### **§ 3.4 Construction Documents Phase Services**

**§ 3.4.1** Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the Opinion of Probable Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

#### § 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.5.3.4 If Owner elects to engage in "value engineering" of the Project, Owner has established cost as a primary project objective over other programming, performance, and aesthetic objectives, and recognizes that in doing so, it has limited the available design and product options. These limitations may impact the overall project cost, schedule and performance. Owner has accepted these risks and impacts in recognition of the importance it has placed on project cost. Modifications to the Contract Documents necessitated by "value engineering" shall be performed as an Additional Service.

## **§ 3.6 Construction Phase Services**

### **§ 3.6.1 General**

**§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

**§ 3.6.1.3** Notwithstanding any contrary or potentially ambiguous description of Architect services, it is intended that the Architect shall have no responsibility for job site safety on the Project. The Contractors and Subcontractors shall have full and sole authority for all safety programs and precautions and the means, methods, techniques, sequences and procedures in connection with the Work. When Architect is present at the site, such a presence shall be only for the purpose of endeavoring to protect the Owner against any deviations or defects in the completed construction Work, and Architect shall have no authority to take any action whatsoever on the site regarding safety precautions or procedures. No provision of this Agreement shall be interpreted to confer upon the Architect any duty owed under the common law, under OSHA, or any other statute or regulation to construction workers or any other party regarding safety or the prevention of accidents at the jobsite.

**§ 3.6.1.4** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

**§ 3.6.3 Certificates for Payment to Contractor**

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

**§ 3.6.4 Submittals**

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are solely the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information. If the Contractor's requests for information, clarification or interpretation are, in the Architect's professional opinion, for information readily apparent from reasonable observation of field conditions or a review of the Contract Documents, or are reasonably inferable therefrom, or are untimely, Architect may so advise Contractor and Owner and shall be entitled to compensation for Architect's time spent responding to such requests.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in

accordance with the requirements of the Contract Documents.

**§ 3.6.4.6** The parties acknowledge that Architect's internal costs and efficiencies during the construction phase are dependent on the Contractor's submittals and inquiries conforming to pre-approved schedules and deadlines. Any time limits for Architect's review of shop drawings or other submittals are conditioned upon Contractor's preparing and obtaining Architect's approval of a master schedule of submittals per section 3.6.4.1 hereof and subsequently transmitting the submittals to Architect in accordance with this schedule. Additionally, if after commencement of construction, Contractor requests Architect to review and analyze a requested product or material substitution, Architect shall undertake such review only as an Additional Service and after obtaining Owner's approval to do so.

### **§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

### **§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall:

- .1 conduct observation visits to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final observation visits indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect's observation visits shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

**§ 3.6.6.4** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

**§ 3.6.6.5** Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

## **ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

### **§ 4.1 Supplemental Services**

**§ 4.1.1** The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Programming	Owner - see 4.1.2.2.1
§ 4.1.1.2 Multiple preliminary designs	not provided
§ 4.1.1.3 Measured drawings	not provided
§ 4.1.1.4 Existing facilities surveys	not provided
§ 4.1.1.5 Site evaluation and planning	not provided
§ 4.1.1.6 Building Information Model management responsibilities	Architect
§ 4.1.1.7 Development of Building Information Models for post construction use	not provided
§ 4.1.1.8 Civil engineering	Architect - see 4.1.2.1.1
§ 4.1.1.9 Landscape design	Architect - see 4.1.2.1.2
§ 4.1.1.10 Architectural interior design	Architect - see 4.1.2.1.3
§ 4.1.1.11 Value analysis	not provided
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	not provided
§ 4.1.1.13 On-site project representation	not provided - except as noted in 4.2.3
§ 4.1.1.14 Conformed documents for construction	not provided
§ 4.1.1.15 As-designed record drawings	not provided
§ 4.1.1.16 As-constructed record drawings	not provided
§ 4.1.1.17 Post-occupancy evaluation	not provided
§ 4.1.1.18 Facility support services	not provided
§ 4.1.1.19 Tenant-related services	not provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Architect - to the extent as noted in 3.1.2
§ 4.1.1.21 Telecommunications/data design	not provided - except as noted in 4.1.2.1.4
§ 4.1.1.22 Security evaluation and planning	Owner
§ 4.1.1.23 Commissioning	not provided
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	not provided
§ 4.1.1.25 Fast-track design services	not provided
§ 4.1.1.26 Multiple bid packages	not provided
§ 4.1.1.27 Historic preservation	not provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	not provided
§ 4.1.1.29 Environmental Graphics Design	Architect - see 4.1.2.1.5
§ 4.1.1.30 Other services provided by specialty Consultants	not provided
§ 4.1.1.31 Other Supplemental Services	not provided

**§ 4.1.2 Description of Supplemental Services**

**§ 4.1.2.1** A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

**§ 4.1.2.1.1** If necessary, Architect shall hire a Civil Engineering Consultant for topographic, site utilities, storm water management, erosion control and general site infrastructure design. Civil Engineering Consultant's fees shall be billed as reimbursable expense in accordance with Article 11.8.

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**§ 4.1.2.1.2** If necessary, Architect shall hire a Landscape Architect for the purpose of designing finish grades, and location/specification of groundcover, shrubs, trees and other site amenities and materials. Landscape Architect's consulting fees shall be billed as a reimbursable expense in accordance with Article 11.8.

**§ 4.1.2.1.3** Basic Services shall include Interior Design limited to the selection of interior finishes and their patterns/colors.

**§ 4.1.2.1.4** Telecommunications / Data Design shall be limited to the location of data closets and cable tray and/or conduit runs to junction box locations only.

**§ 4.1.2.1.5** Environmental Graphics Design services include identifying areas for artwork, signage and environmental graphics, designing art and/or graphics, procuring cost proposals, and coordinating installation. Environmental Graphics Design services will be billed as an Additional Service in accordance with Article 11.3.

**§ 4.1.2.2** A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

**§ 4.1.2.2.1** The Owner shall provide Program information to the Architect, from which the Architect shall create a Program Statement, establishing a listing of required spaces and the conversion to anticipated gross square footage (GSF).

**§ 4.1.3** If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

#### **§ 4.2 Architect's Additional Services**

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

**§ 4.2.1** Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

**§ 4.2.2** To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the

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Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 4.2.3** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Seventeen ( 17 ) visits to the site by the Architect during construction. One (1) employee equals one (1) visit and multiple employees equals multiple visits.
- .3 One ( 1 ) observation visit for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One ( 1 ) observation visit for any portion of the Work to determine final completion.

**§ 4.2.4** Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

**§ 4.2.5** If the services covered by this Agreement have not been completed within Thirty ( 30 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

**§ 4.2.6 Force Majeure:** In the event Architect is hindered, delayed or prevented from performing its obligations under this Agreement as a result of any fire, flood, landslide, tornado or other act of God, declared National emergency, epidemic or pandemic, malicious mischief, theft, strike, lockout, other labor problems, shortages of material or labor, failure of any governmental agency or Owner to furnish information or to approve or to disapprove Architect's work or any other cause beyond the reasonable control of Architect, the time for completion of Architect's work shall be extended by the period of resulting delay.

## **ARTICLE 5 OWNER'S RESPONSIBILITIES**

**§ 5.1** Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

**§ 5.2** The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

**§ 5.3** The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

**§ 5.4** The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

**§ 5.5** The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

**§ 5.6** The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

**§ 5.7** If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

**§ 5.8** The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

**§ 5.9** The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

**§ 5.10** The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

**§ 5.11** The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

**§ 5.12** The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

**§ 5.13** Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

**§ 5.14** The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

**§ 5.15** Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

**§ 5.16** The Owner may choose to disregard the advice of the Architect or may otherwise choose to deviate during construction from the printed documents prepared by the Architect. Accordingly, Owner hereby agrees to indemnify and hold harmless the Architect, its agents, employees and consultants from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees and economic damages, arising out of, in connection with, or resulting from the performance of (or failure to perform) any aspect of construction of the Project, where the Owner has knowingly authorized or permitted a deviation from any document prepared by Architect which, over Architect's written objection, has not been corrected or where the Owner has elected not to follow any written recommendation of the Architect. In the event that Architect or any other party indemnified hereunder is required to

bring an action to enforce the provisions of this indemnity, the indemnifying party shall pay the reasonable attorneys' fees and costs incurred by the indemnified party in bringing this action.

**§ 5.17** The Owner agrees, and will obtain a similar agreement from the Contractor, to the effect that the Architect will be properly identified and will be given appropriate credit on all construction signs, building signage showing credits, press releases and other forms of publicity for the project.

**§ 5.18** The Owner will require the Contractor and its Subcontractors to purchase insurance to cover claims and other expenses, including costs of defense, asserted against the Owner and the Architect, its agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. Such insurance shall state: "The coverage afforded the additional insureds shall be primary insurance for the insured or additional insured with respect to claims arising out of operations performed by or on behalf of the named insured. If the additional insureds have other insurance which is applicable to the loss, such other insurance shall be treated as excess or contingent coverage. The extent of the insurer's liability under this insurance policy shall not be reduced by the existence of such other insurance."

**§ 5.19** The Owner agrees to include in all agreements and documentation connected with this project, including but not limited to design and construction contracts and agreements binding on any purchasers of the property or Project, waivers of subrogation against all of the other parties to the Project.

## **ARTICLE 6 COST OF THE WORK**

**§ 6.1** For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

**§ 6.2** The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary Opinion of Probable Cost of the Work and updated Opinions of Probable Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any Opinion of Probable Cost of the Work, or evaluation, prepared or agreed to by the Architect.

**§ 6.3** In preparing the Opinion of Probable Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the Opinion of Probable Cost of the Work to meet the Owner's budget. The Architect's Opinion of Probable Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed Opinion of Probable Cost of the Work, the Architect shall provide such an Opinion of Probable Cost of the Work, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

**§ 6.4** If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

**§ 6.5** If at any time the Opinion of Probable Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

**§ 6.6** If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;

- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6. The Architect shall not be liable for any Project delays and related costs arising out of the need to modify the Construction Documents.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they

may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

**§ 8.1.3** The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

**§ 8.2 Mediation**

**§ 8.2.1** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

**§ 8.2.2** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 8.2.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 8.2.4** If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

**§ 8.3 Arbitration**

**§ 8.3.1**

**§ 8.3.1.1**

**§ 8.3.2**

**§ 8.3.3**

**§ 8.3.4 Consolidation or Joinder**

**§ 8.3.4.1**

**§ 8.3.4.2**

**§ 8.3.4.3**

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

#### ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. If the Owner suspends the Project for more than 60 consecutive days for reasons other than the fault of the Architect, and then instructs the Architect to resume services, the Architect shall be reasonably compensated for the necessary review of the Project status, reacquisition of the architectural and/or engineering thought process, resultant scheduling inefficiencies/burdens and the necessary reassignment of personnel, if any. In addition, the Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

.1 Termination Fee:

None

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

Two times (2x) the Compensation plus Reimbursable Expenses earned prior to the date of Termination.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

#### ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner’s rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect’s promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect’s materials shall not include the Owner’s confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner’s promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as “confidential” or “business proprietary,” the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose “confidential” or “business proprietary” information after 7 days’ notice to the other party, when required by law, arbitrator’s order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties’ intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect’s Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Percentage Basis  
(Insert percentage value)

Five and one-half (5.50 ) % of the Owner’s budget for the Cost of the Work, as calculated in accordance with Section 11.6.

- .2 Other  
(Describe the method of compensation)

None identified.

**§ 11.2** For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

According to the language set forth in Article 4.1.

**§ 11.3** For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)

Hourly in accordance with the rates set forth in Article 11.7.

**§ 11.4** Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Zero percent ( 0.00%), or as follows:  
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

**§ 11.5** When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Twenty percent ( 20.00 %)
Design Development Phase	Twenty-Five percent ( 25.00 %)
Construction Documents Phase	Thirty percent ( 30.00 %)
Procurement Phase	Three percent ( 3.00 %)
Construction Phase	Twenty-Two percent ( 22.00 %)
<hr/>	
Total Basic Compensation	one hundred percent ( 100.00 %)

**§ 11.6** When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

**§ 11.7** The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.  
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Exhibit A - Accounting Procedure for Architectural and Engineering Services

**§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence. Mileage to and from the Owner's Project site shall not be billed;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;

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User Notes: (68924a72be3f983e3f7e5754)

- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Extra renderings and presentation materials not included in the scope of work, physical models, mock-ups, and professional photography requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 The Owner will directly hire any consultants providing professional services that may charge tax. If the Owner agrees to have the Architect hire consultants that charge tax, the Owner agrees to pay all taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures not included in the current scope of work;
- .13 Civil Engineering Consultant, or other special consultants as required by the Project;
- .14 Costs associated with the procurement of Geotechnical investigation, Surveying or other services on behalf of the Owner identified in Article 5.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Zero percent ( 0.00 %) of the expenses incurred.

§ 11.9 **Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:  
*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

**§ 11.10 Payments to the Architect**

**§ 11.10.1 Initial Payments**

§ 11.10.1.1 An initial payment of Zero Dollars and Zero Cents (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of Zero Dollars and Zero Cents (\$ 0.00 ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

**§ 11.10.2 Progress Payments**

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

12.00 % per annum

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

§ 11.10.3 In accordance with Wisconsin Statutes Chapter 779 – Lien Law, the Architect hereby notifies the Owner of its Lien rights as follows: "As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction

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on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid".

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

§ 12.1 Neither the Architect, the Architect's Consultants, nor their agents or employees shall be jointly, severally or individually liable to the Owner in excess of the proceeds available from the professional liability insurance required by this Agreement by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.

§ 12.2 Where the Project incorporates new or innovative products or processes, Owner acknowledges and accepts that such products lack a proven history of installation or performance and may not ultimately perform as intended. Architect may rely on instructions, directions, or information from the manufacturer or supplier and shall have no duty for further investigation or the ultimate performance of the product or process to the extent it does not meet the manufacturer's or supplier's representations.

§ 12.3 Owner acknowledges that there may be hidden conditions that are concealed by existing finishes or not susceptible to reasonable visual observation. If such a hidden condition requires a change in the design or construction work, the costs of such a change are solely the Owner's, and Architect shall have no responsibility for any resulting costs or damages. If Architect's services include the design of repairs based on a review of existing conditions of the building, Owner acknowledges that Architect is working from imperfect information, and Architect does not warrant that it will have seen and designed alterations, remedies or existing condition repairs for every defective condition.

§ 12.4 The Owner shall ensure that the construction is performed by a general contractor or construction manager who shall have overall responsibility for the construction of the entire Project and who shall warrant the quality of the construction to the Owner and Architect under terms no less stringent nor of shorter duration than those of section 3.5.1 of American Institute of Architects Document A201 General Conditions of the Contract for Construction 2017 edition.

## ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2 Building Information Modeling Exhibit, if completed:

None identified.

- .3 Exhibits:  
*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this agreement.)*

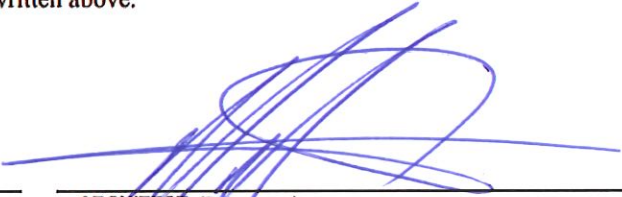
Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

Exhibit A - Accounting Procedure for Architectural and Engineering Services, one (1) page total

- 4 Other documents:  
*(List other documents, if any, forming part of the Agreement.)*

None identified

This Agreement entered into as of the day and year first written above.

<hr/> <p><b>OWNER</b> <i>(Signature)</i></p> <hr/> <p><i>(Printed name and title)</i></p>	 <hr/> <p><b>ARCHITECT</b> <i>(Signature)</i></p> <hr/> <p>BY: Matthew J. Schachtner, NCARB, AIA, President <i>(Printed name, title, and license number if required)</i></p>
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## accounting procedure for architectural and engineering services

Architectural and Engineering compensation is based on time required for professional services and the reimbursement of expenses necessarily incurred in the performance of that service.

### 2025 HOURLY RATES

Actual billings are based on the rates established below and are annually adjusted on the first of January.

Senior Project Architect - Level III.....	\$177
Senior Project Architect - Level II.....	\$172
Senior Project Architect - Level I.....	\$167
Project Architect - Level III.....	\$162
Project Architect - Level II.....	\$157
Project Architect - Level I.....	\$152
Architect - Level III.....	\$147
Architect - Level II.....	\$142
Architect - Level I.....	\$137
Senior Designer - Level III.....	\$115
Senior Designer - Level II.....	\$112
Senior Designer - Level I.....	\$109
Designer - Level III.....	\$106
Designer - Level II.....	\$103
Designer - Level I.....	\$100
Senior Drafter - Level III.....	\$97
Senior Drafter - Level II.....	\$94
Senior Drafter - Level I.....	\$91
Drafter - Level III.....	\$88
Drafter - Level II.....	\$85
Drafter - Level I.....	\$82
Senior Project Manager - Level III.....	\$162
Senior Project Manager - Level II.....	\$156
Senior Project Manager - Level I.....	\$150
Project Manager - Level III.....	\$144
Project Manager - Level II.....	\$138
Project Manager - Level I.....	\$132
Senior Interior Designer - Level III.....	\$123
Senior Interior Designer - Level II.....	\$115
Senior Interior Designer - Level I.....	\$107
Interior Designer - Level III.....	\$99
Interior Designer - Level II.....	\$91
Interior Designer - Level I.....	\$83
Environmental Graphics / Graphic Design.....	\$106

Senior Project Engineer - Level III.....	\$185
Senior Project Engineer - Level II.....	\$177
Senior Project Engineer - Level I.....	\$169
Project Engineer - Level III.....	\$164
Project Engineer - Level II.....	\$159
Project Engineer - Level I.....	\$154
Engineer - Level III.....	\$149
Engineer - Level II.....	\$144
Engineer - Level I.....	\$139
Senior Designer of Engineering Systems - Level III.....	\$145
Senior Designer of Engineering Systems - Level II.....	\$141
Senior Designer of Engineering Systems - Level I.....	\$137
Designer of Engineering Systems - Level III.....	\$133
Designer of Engineering Systems - Level II.....	\$129
Designer of Engineering Systems - Level I.....	\$125
Senior Designer - Level III.....	\$123
Senior Designer - Level II.....	\$120
Senior Designer - Level I.....	\$117
Designer - Level III.....	\$114
Designer - Level II.....	\$111
Designer - Level I.....	\$108
Senior Drafter - Level III.....	\$105
Senior Drafter - Level II.....	\$102
Senior Drafter - Level I.....	\$99
Drafter - Level III.....	\$96
Drafter - Level II.....	\$93
Drafter - Level I.....	\$90
Principal.....	\$245
Vice President - Engineering.....	\$208
Vice President - Operations.....	\$187



somerville

architects  
engineers

2100 Riverside Drive  
Green Bay, WI 54301-2390  
T: 920.437.8136  
F: 920.437.1131  
somervilleinc.com

## REIMBURSABLE EXPENSES

Expenses which may be incurred in addition to the hourly fees are outlined below. Reimbursable expenses are invoiced at their direct cost plus a 10% charge for coordination, management and invoicing.

### TRAVEL:

Travel, mileage and living expenses while away from the firm's office in conjunction with the work. Time spent during travel is charged to the project at the normal hourly rate.

### REPRODUCTIONS:

Prints, maps, photocopies, specifications and other reproductions, made for office or field use, and the cost of the distribution of such items.

### APPROVALS:

Plan review fees, inspection fees, and preparation of applications for securing approval of authorities having jurisdiction over the project.

### CONSULTING SERVICES:

Work requiring outside consulting services such as site / civil engineering, surveying, soil testing, specialized design consultation, etc.

### MISCELLANEOUS:

The cost of delivery and other expenses in conjunction with the work. Sales, use or gross receipt taxes paid by the Architect for purchases or rentals in conjunction with the work.

## INVOICES

Billing will generally be on a monthly basis. Payment for professional services is due and payable upon receipt. Interest charges for overdue accounts beyond 30 days of billing date are charged at one percent (1%) per month of the amount due.

 **AIA**® Document B101® – 2017**Standard Form of Agreement Between Owner and Architect**

**AGREEMENT** made as of the Eleventh day of August in the year Two Thousand Twenty-Five  
(*In words, indicate day, month and year.*)

**BETWEEN** the Architect's client identified as the Owner:  
(*Name, legal status, address and other information*)

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
(715) 346-1569

and the Architect:  
(*Name, legal status, address and other information*)

Somerville, Inc.  
2100 Riverside Drive  
Green Bay, WI 54301  
(920) 437-8136

for the following Project:  
(*Name, location and detailed description*)

Architect's Project No.: TBD  
Architectural and engineering design services for the remodel of the building located at 1039 Ellis Street in Stevens Point, WI to house the Stevens Point City Hall.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
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- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

Project to include interior alterations to approximately 57,800 SF of an existing (3) story masonry and steel framed building and attached (1) story portion of masonry framing located at 1039 Ellis St, Stevens Point WI. Exterior scope to consist of new windows and improving exterior cladding. Existing building previously used as office and storage space.

Project scope is to renovate interior architectural, mechanical, electrical, plumbing, and fire protection systems to design new space to house City of Stevens Point administrative staff including departmental offices, council chambers, meeting rooms, and interior parking.

Additional program requirements shall be developed in accordance with Section 4.1.2.2.1.

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

Remodel of approximately 57,800 SF of interior space including new windows and improving exterior cladding.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

The Owner's budget for the Cost of Work is approximately \$15,400,000 - \$17,400,000.

**§ 1.1.4** The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:  
Construction Documents Completion: April 2026
- .2 Construction commencement date:  
May 2026
- .3 Substantial Completion date or dates:  
February 2027
- .4 Other milestone dates:  
None identified.

**§ 1.1.5** The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

Competitive bid.

**§ 1.1.6** The Owner's anticipated Sustainable Objective for the Project:  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

No extraordinary sustainability design measures or initiatives will be undertaken beyond usual and customary energy efficient design guidelines.

**§ 1.1.6.1** If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

**§ 1.1.7** The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

Jarod Kivela  
Community Development Director

**§ 1.1.8** The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

Mayor Mike Wiza

**§ 1.1.9** The Owner shall retain the following consultants and contractors:  
*(List name, legal status, address, and other contact information.)*

- .1 Geotechnical Engineer:  
Not applicable
- .2 Civil Engineer:

If needed, to be contracted with the Architect and billed to the Owner as a Reimbursable Expense.

- .3 Other, if any:  
(List any other consultants and contractors retained by the Owner.)

None identified.

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:  
(List name, address, and other contact information.)

Justin Marquis, NCARB, AIA  
Project Architect

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

- .1 Structural Engineer:

To be determined.

- .2 Mechanical Engineer:

Somerville, Inc.  
2100 Riverside Drive  
Green Bay, WI 54301

- .3 Electrical Engineer:

Somerville, Inc.  
2100 Riverside Drive  
Green Bay, WI 54301

§ 1.1.11.2 Consultants retained under Supplemental Services:

Site/Civil Engineering - If needed, to be determined.

§ 1.1.12 Other Initial Information on which the Agreement is based:

None identified.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form. The parties will use document 00 31 01-1 Request For Drawings in Electronic Format to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is

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properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

**§ 2.2** The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

**§ 2.2.1** Nothing contained in this Agreement shall require the Architect to exercise professional skill and judgment greater than that set forth in Section 2.2 hereof (the "Standard of Care"). Architect makes no warranties, express or implied regarding the adequacy of the Instruments of Service or the outcome of the Project. This limitation shall not be modified by any certification or representation made by Architect as an accommodation upon request of Owner. Architect shall not be responsible for any failure to follow or apply any knowledge or techniques which were not generally known, acknowledged or accepted as of the time during which Architect is performing its services under this Agreement. The parties acknowledge that no set of plans and specifications is entirely free of errors and omissions and that the existence of an error or omission does not automatically constitute a breach of the Standard of Care. All costs of Architect's errors, omissions or other changes which result in "betterment" or "value added" to the Owner shall be borne by the Owner, not the Architect, (to the extent of the betterment or value added) and shall not be the basis of a claim. The Owner shall establish a reasonable contingency line item in the construction budget to cover additional costs resulting from errors and omissions, and the Architect shall not be liable therefor unless the errors and omissions both exceed a reasonable contingency amount and constitute a breach of the Standard of Care.

**§ 2.3** The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

**§ 2.4** Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

**§ 2.5** The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

**§ 2.5.1** Commercial General Liability with policy limits of not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) for each occurrence and Two Million Dollars and Zero Cents (\$ 2,000,000.00 ) in the aggregate for bodily injury and property damage.

**§ 2.5.2** Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than Two Million Dollars and Zero Cents (\$ 2,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

**§ 2.5.3** The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

**§ 2.5.4** Workers' Compensation at statutory limits.

**§ 2.5.5** Employers' Liability with policy limits not less than One Million Dollars and Zero Cents (\$ 1,000,000.00 ) each accident, One Million Dollars and Zero Cents (\$ 1,000,000.00 ) each employee, and One Million Dollars and Zero Cents (\$ 1,000,000.00 ) policy limit.

**§ 2.5.6** Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five Million Dollars and Zero Cents (\$ 5,000,000.00 ) per claim and Five Million Dollars and Zero Cents (\$ 5,000,000.00 ) in the aggregate.

**§ 2.5.7** Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and

excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

### ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.5.1 The Architect shall conform the Drawings and Specifications to all applicable federal, state and local laws, statutes, ordinances, rules, regulations, orders or other legal requirements applicable to the Project (collectively "Governmental Requirements") existing on the date of this Agreement. However, Owner recognizes that interpretations by governmental officials ("Code Authority") are often subject to change even after issuance of a building permit. If after submittal to Code Authority modifications to the Drawing or Specifications are required because of an interpretation by the Code Authority which has not been previously given, or which is given, was different than a prior interpretation of the Code Authority, Architect shall make the required modifications, but the cost of such modifications shall be compensated as a Contingent Additional Service. The parties acknowledge that submittal of Drawings and Specifications for approval routinely result in comments, questions and change requests by the Code Authority, and the Architect shall make such changes and/or provide the requested information as a Basic Service. Nothing contained herein shall relieve the Architect of its obligation to modify at its own expense Plans and Specification where the Architect has negligently failed to prepare them in compliance with the applicable Governmental Requirements.

§ 3.1.5.2 Architect shall conform the Construction Documents to the requirements known to similarly situated architects of the Americans with Disabilities Act Accessibility Guidelines ("ADAAG"). Owner shall be solely responsible for compliance with the remaining provisions of the Americans With Disabilities Act. Owner and Architect further recognize that interpretations of the ADAAG by governmental officials and/or courts of law may evolve, vary or change. Should such evolution, variance or change require Architect to make modifications to the Drawings or Specifications, such modifications shall be considered an Additional Service.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the Opinion of Probable Cost of the Work, and request the Owner's approval.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare

Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the Opinion of Probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the Opinion of Probable Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

#### § 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as

an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.5.3.4 If Owner elects to engage in “value engineering” of the Project, Owner has established cost as a primary project objective over other programming, performance, and aesthetic objectives, and recognizes that in doing so, it has limited the available design and product options. These limitations may impact the overall project cost, schedule and performance. Owner has accepted these risks and impacts in recognition of the importance it has placed on project cost. Modifications to the Contract Documents necessitated by “value engineering” shall be performed as an Additional Service.

### § 3.6 Construction Phase Services

#### § 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Notwithstanding any contrary or potentially ambiguous description of Architect services, it is intended that the Architect shall have no responsibility for job site safety on the Project. The Contractors and Subcontractors shall have full and sole authority for all safety programs and precautions and the means, methods, techniques, sequences and procedures in connection with the Work. When Architect is present at the site, such a presence shall be only for the purpose of endeavoring to protect the Owner against any deviations or defects in the completed construction Work, and Architect shall have no authority to take any action whatsoever on the site regarding safety precautions or procedures. No provision of this Agreement shall be interpreted to confer upon the Architect any duty owed under the common law, under OSHA, or any other statute or regulation to construction workers or any other party regarding safety or the prevention of accidents at the jobsite.

§ 3.6.1.4 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### § 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the

Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

**§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

**§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are solely the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information. If the Contractor's requests for information, clarification or interpretation are, in the Architect's professional opinion, for information readily apparent from reasonable observation of field conditions or a review of the Contract Documents, or are reasonably inferable therefrom, or are untimely, Architect may so advise Contractor and Owner and shall be entitled to compensation for Architect's time spent responding to such requests.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

**§ 3.6.4.6** The parties acknowledge that Architect's internal costs and efficiencies during the construction phase are dependent on the Contractor's submittals and inquiries conforming to pre-approved schedules and deadlines. Any time limits for Architect's review of shop drawings or other submittals are conditioned upon Contractor's preparing and obtaining Architect's approval of a master schedule of submittals per section 3.6.4.1 hereof and subsequently transmitting the submittals to Architect in accordance with this schedule. Additionally, if after commencement of construction, Contractor requests Architect to review and analyze a requested product or material substitution, Architect shall undertake such review only as an Additional Service and after obtaining Owner's approval to do so.

### **§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

### **§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall:

- .1 conduct observation visits to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final observation visits indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect's observation visits shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

**§ 3.6.6.4** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

**§ 3.6.6.5** Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

<b>Supplemental Services</b>	<b>Responsibility (Architect, Owner, or not provided)</b>
§ 4.1.1.1 Programming	Owner - see 4.1.2.2.1
§ 4.1.1.2 Multiple preliminary designs	not provided
§ 4.1.1.3 Measured drawings	not provided
§ 4.1.1.4 Existing facilities surveys	not provided
§ 4.1.1.5 Site evaluation and planning	not provided
§ 4.1.1.6 Building Information Model management responsibilities	Architect
§ 4.1.1.7 Development of Building Information Models for post construction use	not provided
§ 4.1.1.8 Civil engineering	Architect - see 4.1.2.1.1
§ 4.1.1.9 Landscape design	Architect - see 4.1.2.1.2
§ 4.1.1.10 Architectural interior design	Architect - see 4.1.2.1.3
§ 4.1.1.11 Value analysis	not provided
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	not provided
§ 4.1.1.13 On-site project representation	not provided - except as noted in 4.2.3
§ 4.1.1.14 Conformed documents for construction	not provided
§ 4.1.1.15 As-designed record drawings	not provided
§ 4.1.1.16 As-constructed record drawings	not provided
§ 4.1.1.17 Post-occupancy evaluation	not provided
§ 4.1.1.18 Facility support services	not provided
§ 4.1.1.19 Tenant-related services	not provided
§ 4.1.1.20 Architect’s coordination of the Owner’s consultants	Architect - to the extent as noted in 3.1.2
§ 4.1.1.21 Telecommunications/data design	not provided - except as noted in 4.1.2.1.4
§ 4.1.1.22 Security evaluation and planning	Owner
§ 4.1.1.23 Commissioning	not provided
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	not provided
§ 4.1.1.25 Fast-track design services	not provided
§ 4.1.1.26 Multiple bid packages	not provided
§ 4.1.1.27 Historic preservation	not provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	not provided
§ 4.1.1.29 Environmental Graphics Design	Architect - see 4.1.2.1.5
§ 4.1.1.30 Other services provided by specialty Consultants	not provided
§ 4.1.1.31 Other Supplemental Services	not provided

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**§ 4.1.2 Description of Supplemental Services**

**§ 4.1.2.1** A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

**§ 4.1.2.1.1** If necessary, Architect shall hire a Civil Engineering Consultant for topographic, site utilities, storm water management, erosion control and general site infrastructure design. Civil Engineering Consultant's fees shall be billed as reimbursable expense in accordance with Article 11.8.

**§ 4.1.2.1.2** If necessary, Architect shall hire a Landscape Architect for the purpose of designing finish grades, and location/specification of groundcover, shrubs, trees and other site amenities and materials. Landscape Architect's consulting fees shall be billed as a reimbursable expense in accordance with Article 11.8.

**§ 4.1.2.1.3** Basic Services shall include Interior Design limited to the selection of interior finishes and their patterns/colors.

**§ 4.1.2.1.4** Telecommunications / Data Design shall be limited to the location of data closets and cable tray and/or conduit runs to junction box locations only.

**§ 4.1.2.1.5** Environmental Graphics Design services include identifying areas for artwork, signage and environmental graphics, designing art and/or graphics, procuring cost proposals, and coordinating installation. Environmental Graphics Design services will be billed as an Additional Service in accordance with Article 11.3.

**§ 4.1.2.2** A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

**§ 4.1.2.2.1** The Owner shall provide Program information to the Architect, from which the Architect shall create a Program Statement, establishing a listing of required spaces and the conversion to anticipated gross square footage (GSF).

**§ 4.1.3** If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

**§ 4.2 Architect's Additional Services**

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

**§ 4.2.1** Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;

- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Thirteen ( 13 ) visits to the site by the Architect during construction. One (1) employee equals one (1) visit and multiple employees equals multiple visits.
- .3 One ( 1 ) observation visit for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One ( 1 ) observation visit for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Twenty-Four ( 24 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

§ 4.2.6 Force Majeure: In the event Architect is hindered, delayed or prevented from performing its obligations under this Agreement as a result of any fire, flood, landslide, tornado or other act of God, declared National emergency, epidemic or pandemic, malicious mischief, theft, strike, lockout, other labor problems, shortages of material or labor, failure of any governmental agency or Owner to furnish information or to approve or to disapprove Architect's work or any other cause beyond the reasonable control of Architect, the time for completion of Architect's work shall be extended by the period of resulting delay.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner

regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

**§ 5.2** The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

**§ 5.3** The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

**§ 5.4** The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

**§ 5.5** The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

**§ 5.6** The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

**§ 5.7** If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

**§ 5.8** The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

**§ 5.9** The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

**§ 5.10** The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

**§ 5.11** The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

**§ 5.12** The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

**§ 5.13** Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the

General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

§ 5.16 The Owner may choose to disregard the advice of the Architect or may otherwise choose to deviate during construction from the printed documents prepared by the Architect. Accordingly, Owner hereby agrees to indemnify and hold harmless the Architect, its agents, employees and consultants from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees and economic damages, arising out of, in connection with, or resulting from the performance of (or failure to perform) any aspect of construction of the Project, where the Owner has knowingly authorized or permitted a deviation from any document prepared by Architect which, over Architect's written objection, has not been corrected or where the Owner has elected not to follow any written recommendation of the Architect. In the event that Architect or any other party indemnified hereunder is required to bring an action to enforce the provisions of this indemnity, the indemnifying party shall pay the reasonable attorneys' fees and costs incurred by the indemnified party in bringing this action.

§ 5.17 The Owner agrees, and will obtain a similar agreement from the Contractor, to the effect that the Architect will be properly identified and will be given appropriate credit on all construction signs, building signage showing credits, press releases and other forms of publicity for the project.

§ 5.18 The Owner will require the Contractor and its Subcontractors to purchase insurance to cover claims and other expenses, including costs of defense, asserted against the Owner and the Architect, its agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. Such insurance shall state: "The coverage afforded the additional insureds shall be primary insurance for the insured or additional insured with respect to claims arising out of operations performed by or on behalf of the named insured. If the additional insureds have other insurance which is applicable to the loss, such other insurance shall be treated as excess or contingent coverage. The extent of the insurer's liability under this insurance policy shall not be reduced by the existence of such other insurance."

§ 5.19 The Owner agrees to include in all agreements and documentation connected with this project, including but not limited to design and construction contracts and agreements binding on any purchasers of the property or Project, waivers of subrogation against all of the other parties to the Project.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary Opinion of Probable Cost of the Work and updated Opinions of Probable Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any Opinion of Probable Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing the Opinion of Probable Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the Opinion of Probable Cost of the

Work to meet the Owner's budget. The Architect's Opinion of Probable Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed Opinion of Probable Cost of the Work, the Architect shall provide such an Opinion of Probable Cost of the Work, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Opinion of Probable Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6. The Architect shall not be liable for any Project delays and related costs arising out of the need to modify the Construction Documents.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing

to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

**§ 8.3 Arbitration**

**§ 8.3.1**

**§ 8.3.1.1**

**§ 8.3.2**

**§ 8.3.3**

**§ 8.3.4 Consolidation or Joinder**

**§ 8.3.4.1**

**§ 8.3.4.2**

**§ 8.3.4.3**

**§ 8.4** The provisions of this Article 8 shall survive the termination of this Agreement.

**ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.2** If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. If the Owner suspends the Project for more than 60 consecutive days for reasons other than the fault of the Architect, and then instructs the Architect to resume services, the Architect shall be reasonably compensated for the necessary review of the Project status, reacquisition of the architectural and/or engineering thought process, resultant scheduling inefficiencies/burdens and the necessary reassignment of personnel, if any. In addition, the Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.3** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

**§ 9.4** Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**§ 9.5** The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

**§ 9.6** If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

**§ 9.7** In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or*

*licensing fee.)*

**.1 Termination Fee:**

None

**.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:**

Two times (2x) the Compensation plus Reimbursable Expenses earned prior to the date of Termination.

**§ 9.8** Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**§ 9.9** The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

**§ 10.1** This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

**§ 10.2** Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

**§ 10.3** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

**§ 10.4** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

**§ 10.5** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

**§ 10.6** Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

**§ 10.7** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

**§ 10.8** If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

**§ 10.8.1** The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the

receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**ARTICLE 11 COMPENSATION**

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Percentage Basis  
(Insert percentage value)

Five and one-half (5.50) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

- .2 Other  
(Describe the method of compensation)

None identified.

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

According to the language set forth in Article 4.1.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)

Hourly in accordance with the rates set forth in Article 11.7.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Zero percent ( 0.00%), or as follows:  
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Twenty percent ( 20.00 %)
Design Development Phase	Twenty-Five percent ( 25.00 %)
Construction Documents Phase	Thirty percent ( 30.00 %)
Procurement Phase	Three percent ( 3.00 %)
Construction Phase	Twenty-Two percent ( 22.00 %)
<hr/>	<hr/>
Total Basic Compensation	one hundred percent ( 100.00 %)

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User Notes: (68921bb8987dec2c61ade0be)

**§ 11.6** When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

**§ 11.7** The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.  
*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

**Exhibit A - Accounting Procedure for Architectural and Engineering Services**

**§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence. Mileage to and from the Owner's Project site shall not be billed;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Extra renderings and presentation materials not included in the scope of work, physical models, mock-ups, and professional photography, requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 The Owner will directly hire any consultants providing professional services that may charge tax. If Owner agrees to have the Architect hire consultants that charge tax, the Owner agrees to pay all taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures not included in the current scope of work;
- .13 Civil Engineering Consultant, or other special consultants as required by the Project;
- .14 Costs associated with the procurement of Geotechnical investigation, Surveying or other services on behalf of the Owner identified in Article 5.

**§ 11.8.2** For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Zero percent ( 0.00 %) of the expenses incurred.

**§ 11.9 Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

**§ 11.10 Payments to the Architect**

**§ 11.10.1 Initial Payments**

**§ 11.10.1.1** An initial payment of Zero Dollars and Zero Cents (\$ 0.00 ) shall be made upon execution of this Agreement

and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

**§ 11.10.1.2** If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of Zero Dollars and Zero Cents (\$ 0.00 ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

**§ 11.10.2 Progress Payments**

**§ 11.10.2.1** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

12.00 % per annum

**§ 11.10.2.2** The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

**§ 11.10.2.3** Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**§ 11.10.3** In accordance with Wisconsin Statutes Chapter 779 – Lien Law, the Architect hereby notifies the Owner of its Lien rights as follows: "As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid".

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

**§ 12.1** Neither the Architect, the Architect's Consultants, nor their agents or employees shall be jointly, severally or individually liable to the Owner in excess of the proceeds available from the professional liability insurance required by this Agreement by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.

**§ 12.2** Where the Project incorporates new or innovative products or processes, Owner acknowledges and accepts that such products lack a proven history of installation or performance and may not ultimately perform as intended. Architect may rely on instructions, directions, or information from the manufacturer or supplier and shall have no duty for further investigation or the ultimate performance of the product or process to the extent it does not meet the manufacturer's or supplier's representations.

**§ 12.3** Owner acknowledges that there may be hidden conditions that are concealed by existing finishes or not susceptible to reasonable visual observation. If such a hidden condition requires a change in the design or construction work, the costs of such a change are solely the Owner's, and Architect shall have no responsibility for any resulting costs or damages. If Architect's services include the design of repairs based on a review of existing conditions of the building, Owner acknowledges that Architect is working from imperfect information, and Architect does not warrant that it will have seen and designed alterations, remedies or existing condition repairs for every defective condition.

**§ 12.4** The Owner shall ensure that the construction is performed by a general contractor or construction manager who shall have overall responsibility for the construction of the entire Project and who shall warrant the quality of the

construction to the Owner and Architect under terms no less stringent nor of shorter duration than those of section 3.5.1 of American Institute of Architects Document A201 General Conditions of the Contract for Construction 2017 edition.

**ARTICLE 13 SCOPE OF THE AGREEMENT**

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

**§ 13.2** This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2 Building Information Modeling Exhibit, if completed:

None identified.

- .3 Exhibits:  
*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this agreement.)*


Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

Exhibit A - Accounting Procedure for Architectural and Engineering Services, one (1) page total

- .4 Other documents:  
*(List other documents, if any, forming part of the Agreement.)*

None identified

This Agreement entered into as of the day and year first written above.

<hr/> <p><b>OWNER</b> <i>(Signature)</i></p> <hr/> <p><i>(Printed name and title)</i></p>	 <hr/> <p><b>ARCHITECT</b> <i>(Signature)</i></p> <hr/> <p><b>BY: Matthew J. Schachtner, NCARB, AIA, President</b> <i>(Printed name, title, and license number if required)</i></p>
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## accounting procedure for architectural and engineering services

Architectural and Engineering compensation is based on time required for professional services and the reimbursement of expenses necessarily incurred in the performance of that service.

### 2025 HOURLY RATES

Actual billings are based on the rates established below and are annually adjusted on the first of January.

Senior Project Architect - Level III.....	\$177	Senior Project Engineer - Level III.....	\$185
Senior Project Architect - Level II.....	\$172	Senior Project Engineer - Level II.....	\$177
Senior Project Architect - Level I.....	\$167	Senior Project Engineer - Level I.....	\$169
Project Architect - Level III.....	\$162	Project Engineer - Level III.....	\$164
Project Architect - Level II.....	\$157	Project Engineer - Level II.....	\$159
Project Architect - Level I.....	\$152	Project Engineer - Level I.....	\$154
Architect - Level III.....	\$147	Engineer - Level III.....	\$149
Architect - Level II.....	\$142	Engineer - Level II.....	\$144
Architect - Level I.....	\$137	Engineer - Level I.....	\$139
Senior Designer - Level III.....	\$115	Senior Designer of Engineering Systems - Level III.....	\$145
Senior Designer - Level II.....	\$112	Senior Designer of Engineering Systems - Level II.....	\$141
Senior Designer - Level I.....	\$109	Senior Designer of Engineering Systems - Level I.....	\$137
Designer - Level III.....	\$106	Designer of Engineering Systems - Level III.....	\$133
Designer - Level II.....	\$103	Designer of Engineering Systems - Level II.....	\$129
Designer - Level I.....	\$100	Designer of Engineering Systems - Level I.....	\$125
Senior Drafter - Level III.....	\$97	Senior Designer - Level III.....	\$123
Senior Drafter - Level II.....	\$94	Senior Designer - Level II.....	\$120
Senior Drafter - Level I.....	\$91	Senior Designer - Level I.....	\$117
Drafter - Level III.....	\$88	Designer - Level III.....	\$114
Drafter - Level II.....	\$85	Designer - Level II.....	\$111
Drafter - Level I.....	\$82	Designer - Level I.....	\$108
Senior Project Manager - Level III.....	\$162	Senior Drafter - Level III.....	\$105
Senior Project Manager - Level II.....	\$156	Senior Drafter - Level II.....	\$102
Senior Project Manager - Level I.....	\$150	Senior Drafter - Level I.....	\$99
Project Manager - Level III.....	\$144	Drafter - Level III.....	\$96
Project Manager - Level II.....	\$138	Drafter - Level II.....	\$93
Project Manager - Level I.....	\$132	Drafter - Level I.....	\$90
Senior Interior Designer - Level III.....	\$123	Principal.....	\$245
Senior Interior Designer - Level II.....	\$115	Vice President - Engineering.....	\$208
Senior Interior Designer - Level I.....	\$107	Vice President - Operations.....	\$187
Interior Designer - Level III.....	\$99		
Interior Designer - Level II.....	\$91		
Interior Designer - Level I.....	\$83		
Environmental Graphics / Graphic Design.....	\$106		



**somerville**

architects  
engineers

2100 Riverside Drive  
Green Bay, WI 54301-2390  
T: 920.437.8136  
F: 920.437.1131  
somervilleinc.com

## REIMBURSABLE EXPENSES

Expenses which may be incurred in addition to the hourly fees are outlined below. Reimbursable expenses are invoiced at their direct cost plus a 10% charge for coordination, management and invoicing.

### TRAVEL:

Travel, mileage and living expenses while away from the firm's office in conjunction with the work. Time spent during travel is charged to the project at the normal hourly rate.

### REPRODUCTIONS:

Prints, maps, photocopies, specifications and other reproductions, made for office or field use, and the cost of the distribution of such items.

### APPROVALS:

Plan review fees, inspection fees, and preparation of applications for securing approval of authorities having jurisdiction over the project.

### CONSULTING SERVICES:

Work requiring outside consulting services such as site / civil engineering, surveying, soil testing, specialized design consultation, etc.

### MISCELLANEOUS:

The cost of delivery and other expenses in conjunction with the work. Sales, use or gross receipt taxes paid by the Architect for purchases or rentals in conjunction with the work.

## INVOICES

Billing will generally be on a monthly basis. Payment for professional services is due and payable upon receipt. Interest charges for overdue accounts beyond 30 days of billing date are charged at one percent (1%) per month of the amount due.



## MEMORANDUM

To: City of Stevens Point Finance Committee and Common Council

From: Jarod Kivela, Director of Community Development

Date: August 5, 2025

**RE: Funding Request – Phase II Environmental Site Assessment for Portage County  
Parcels at and adjoining 1039 Ellis Street**

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### Summary:

Staff is requesting approval to allocate \$41,500 for the completion of a Phase II Environmental Site Assessment (ESA) on nine parcels located at and adjoining 1039 Ellis Street. These parcels are currently owned by Portage County and are being considered by the City for acquisition and redevelopment, potentially for municipal office use.

### Background:

In July 2025, Stantec Consulting Services completed a Phase I ESA on the subject properties. That assessment identified several Recognized Environmental Conditions (RECs) due to historical industrial use, automotive services, and the likely presence of underground storage tanks (USTs) with incomplete documentation of their abandonment. These findings warrant further investigation to assess potential environmental risks and determine suitability for redevelopment.

### Proposed Work:

Stantec has provided a proposal to conduct a Phase II ESA, which includes:

- Advancing up to 20 soil borings and collecting samples for laboratory analysis.
- Installing and sampling up to 10 temporary groundwater monitoring wells.
- Utilizing hydrogen cyanide meters on-site due to historic plating operations.
- Preparing a final report summarizing findings and implications for future use.

[www.stevenspoint.com](http://www.stevenspoint.com)

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*Open Records Information: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.*

The proposed cost for this work is \$41,500. Due to the site's complex history of hazardous substance and petroleum use, this scope is more extensive than typical Phase II assessments but is necessary to reduce uncertainty and support informed redevelopment decisions.

**Future Considerations:**

Depending on the City's plans for the existing structure at 1039 Ellis Street, additional sampling may be warranted. If the building is demolished, follow-up subsurface testing beneath the structure would be recommended. If the building is retained, sub-slab vapor sampling should be considered to assess indoor air quality risks. These services are not included in the current scope and would be proposed separately as needed.

**Recommendation:**

Approve the allocation of \$41,500 for the completion of a Phase II ESA by Stantec Consulting Services, as outlined in the attached proposal dated August 4, 2025. An additional request will be brought forward if additional sampling is required.



August 4, 2025

Mr. Jarod Kivela  
 Community Development Director  
 1515 Strongs Avenue  
 Stevens Point, WI  
 Via Email: [jkivela@stevenspoint.com](mailto:jkivela@stevenspoint.com)

Dear Mr. Kivela,

**Reference: Proposal to Complete Phase II Environmental Site Assessment at Nine Parcels, Stevens Point, Wisconsin**

Stantec Consulting Services Inc. (Stantec) prepared this proposal to perform a Phase II Environmental Site Assessment (ESA) at nine parcels owned by Portage County (County) at and adjoining 1039 Ellis Street, Stevens Point, Wisconsin (the Property). The Property consists of nine parcels of land totaling approximately 3.14-acres with the following addresses and tax parcel numbers:

Parcel Address	Parcel ID	Parcel Size (acres)
<b>1039 Ellis Street</b>	281-24-0832202053	1.24
<b>1455 Water Street</b>	281-24-0832202013	0.36
<b>1459 Water Street</b>	281-24-0832202014	0.25
<b>0 Water Street</b>	281-24-0832202015	0.23
<b>0 Water Street</b>	281-24-0832202048	0.12
<b>0 Water Street</b>	281-24-0832202017	0.20
<b>0 Water Street</b>	281-24-0832202033	0.23
<b>1101 Ellis Street</b>	281-24-0832202031	0.36
<b>0 Strongs Avenue</b>	281-24-0832202030	0.15

Property parcels are currently undeveloped, used for parking lots, or contain a large former office building currently utilized by the County for miscellaneous storage.

The City of Stevens Point (City or Client) is seeking a potential land transaction with Portage County to move City offices onto the Property. To support the transaction, Stantec completed a Phase I ESA of the Property in July 2025 which identified multiple recognized environmental conditions including:

- The historical industrial use of a portion of the Property for fishing tackle manufacturing which included extensive use and storage of hazardous substances including paints, lacquers, and metal plating solutions;
- The incomplete environmental records regarding proper abandonment of up to three possible underground storage tanks (USTs) on the Property;
- The incomplete environmental records regarding proper abandonment for two USTs depicted in the Strongs Avenue and Ellis Street rights-of-way (ROW) adjacent the Property;

**Reference:** Proposal to Complete Phase II Environmental Site Assessment at Nine Parcels, Stevens Point, Wisconsin

- Historical use of the Property and adjoining parcels to the east for automotive sale/service and filling station businesses which have not been fully investigated; and
- The incomplete environmental records regarding proper abandonment of USTs on the parcel at 1462 Strongs Avenue east of the Property.

To evaluate the identified RECS and soil and groundwater quality at the Property, a Phase II ESA was recommended to fulfill due diligence requirements prior to Property transaction and redevelopment. To satisfy this request, Stantec prepared this proposal. Our proposed workplan, schedule, and costs are provided below.

## **Scope of Work**

### **Advance Soil Boreholes and Collect and Analyze Soil Samples**

Up to 20 soil boreholes will be advanced and sampled to assess the environmental quality of soil using direct push (e.g., GeoProbe®) sampling methods. The boreholes will be advanced to an average depth of 16 feet below grade (fbg). The actual location, depth and number of boreholes will depend on site stratigraphy, hydrogeology, and the potential extent of impacts observed. As required by state law (s. NR 141.25, Wis. Adm. Code), any boreholes not converted to monitoring wells will be decommissioned by filling each borehole with bentonite. Proposed borehole locations are depicted on the attached **Figure 1**.

Soil samples will be collected continuously from each borehole. A portable photoionization detector (PID) will be used to screen the samples for the presence of volatile organic compounds (VOCs). Stratigraphic borehole logs will be prepared by Stantec personnel in general conformance with the ASTM International (ASTM) Method D-2488. All soil sampling equipment will be washed with a detergent solution and double rinsed with potable water before each soil sample is collected to prevent sample cross-contamination.

A minimum of one sample from each borehole, typically the unsaturated soil sample exhibiting the highest field screening reading, will be preserved and submitted for analysis by a WDNR- certified laboratory to confirm the field screening results and evaluate contaminant concentrations and extent. The samples would be laboratory analyzed for one or more of the following analytes: VOCs, polynuclear aromatic hydrocarbons (PAHs), and/or Resource Conservation Recovery Act (RCRA) metals. Select samples will also be sampled for semi-volatile organic compounds (SVOCs), nickel, copper, zinc, polychlorinated biphenyls (PCBs), and/or total/amenable cyanide.

### **Install, Develop, and Sample Temporary Groundwater Monitoring Wells**

Up to ten temporary monitoring wells will be installed at the Property with a truck-mounted GeoProbe®. The total depth of each well will be approximately 16 fbg. The horizontal and vertical location of each well will be surveyed to determine the groundwater flow direction and gradient. Locations of the proposed temporary monitoring wells are depicted on **Figure 1**.

The temporary monitoring wells will be developed and purged before sampling to help ensure that water entering the well is representative of ambient groundwater quality. Stantec will attempt to develop and sample the temporary wells on the same day. To limit potential cross contamination, all well development and sampling equipment will be thoroughly cleaned between boreholes.

Reference: Proposal to Complete Phase II Environmental Site Assessment at Nine Parcels, Stevens Point, Wisconsin

After well development and purging, the wells will be sampled in accordance with WDNR groundwater sampling procedures (WDNR Publication DG-038-96). Groundwater samples will be analyzed by a WDNR-certified analytical laboratory for combinations of VOCs, SVOCs, RCRA metals, nickel, copper, zinc, PAHs, PCBs, and/or total/amenable cyanide. One duplicate and one trip blank will be collected and analyzed for VOCs. The duplicate sample will quantify laboratory precision. The trip blank will be analyzed if other sources of contaminants affected the samples.

Due to the historical use of cyanide products in metal plating operations, two hydrogen cyanide meters will be used to monitor the breathing space near the drill rig and Stantec staff preparing samples for laboratory analysis. The meters will be used to determine if dangerous hydrogen cyanide gases are present during work, necessitating a stop work situation. The meters will be rented units and calibrated by the rental company.

### Evaluate and Analyze Data

After completing the previous tasks, the available data will be reviewed to evaluate the need for additional information and discussed with the City. Afterwards, Stantec will prepare a report documenting the results of the Phase II ESA. The report will include sufficient text, tables, figures, field data and laboratory reports to properly document the assessment.

### Probable Schedule and Cost

Work can begin on this project immediately upon written authorization to proceed. Project work will be coordinated with Stantec, the City, the County (Property owner), and the selected contractors. It is anticipated that the field work will be completed in 2 to 3 weeks from the date of first drilling onsite. Due to the variable nature of this type of work, the project will be performed on a time-and-materials basis.

The probable cost to complete the proposed work plan is \$41,500. The amount of work necessary to complete the project will depend upon site conditions and the level of service requested. The probable costs are itemized below. Additionally, task budgets are estimates and we reserve the right to reallocate budget between completed tasks but will not exceed the total contract amount without written approval. The amount of work necessary to complete the project will depend upon site conditions and the level of service requested. The probable costs are itemized below.

### Phase II ESA

Consulting Services	
<u>Field Work/Reporting</u>	\$18,575
<u>Equipment and Travel</u>	\$ 495
<u>(2) HCN Gas Monitors</u>	\$ 500
Commodity Services	
<u>Drilling Services</u>	\$ 8,000
<u>Laboratory Analysis</u>	<u>\$13,930</u>
<b>Soil</b>	
VOCs – 30 samples	
RCRA Metals – 18 samples	
RCRA Metals + Zn + Cu + Ni – 11 samples	

Reference: Proposal to Complete Phase II Environmental Site Assessment at Nine Parcels, Stevens Point, Wisconsin

PAHs – 10 samples  
SVOCs - 11 samples  
PCBs - 5 samples  
Cyanide (total) - 20 samples  
Cyanide (amenable) - 20 samples

**Groundwater**

VOCs – 11 samples  
RCRA Metals – 7 samples  
RCRA Metals + Zn + Cu + Ni – 4 samples  
PAHs – 4 samples  
SVOCs - 6 samples  
PCBs - 4 samples  
Cyanide (total) - 6 samples  
Cyanide (amenable) - 6 samples

**Probable Cost**

**\$41,500**

The probable cost includes labor, supplies, re-billables, and commodity services (laboratory analysis and drilling) necessary to complete the described work plan activities. The work will be performed on a time-and-materials basis. Stantec will not exceed the authorized amount without prior written approval. Additionally, budgets are estimates, and we reserve the right to reallocate budget between the services listed for actual work performed but will not exceed the total contract without written approval.

**Supplemental Assumptions**

- Any wastes generated as part of well installation and sampling activities will be placed in labeled containers on-site. Stantec will arrange for appropriate disposal of the waste. Disposal fees are not included;
- No WDNR review fees are included;
- The proposed work includes subsurface work. The drilling contractors are responsible for contacting public utility locating services (e.g., Diggers Hotline and local municipalities) and making a good faith effort to locate underground improvements that could be damaged by the proposed work. Since the owner or operator of the site usually has the most detailed knowledge of the type and locations of such improvements, the owner/operator will be called upon to assist in locating buried;
- The owner/operator will be requested to review the proposed work to ensure that damage is not done to structures. The owner may also be requested to sign an agreement affirming that the drilling and excavation contractors have made conscientious efforts to avoid damaging buried improvements. Stantec will not be held liable for damaging buried improvements/appurtenances;
- Client and regulatory correspondence and meetings not specified herein will be provided as supplemental services, if desired;
- All work at the site will be performed by trained personnel in conformance with 40 CFR 1910.22. Based on the current conditions, we anticipate that work will proceed under Environmental Protection Agency Safety Level D conditions. A site-specific health and safety plan will be prepared before implementing the work. This safety plan will include general information about the site, waste characteristics, safety characterization, an emergency response plan, and emergency routes.

Reference: Proposal to Complete Phase II Environmental Site Assessment at Nine Parcels, Stevens Point, Wisconsin

Additionally, the safety level will be continuously monitored and revised as necessary based on the conditions encountered.

### Payment Terms and Conditions

Invoices for the services performed will be submitted either upon completion of such services or on a monthly basis. Refer to the attached Agreement for additional terms and conditions.

***Please send executed Agreement to:***  
**Stantec Consulting Services Inc.**  
**12308 Corporate Parkway, Suite 600**  
**Mequon, WI 53092**

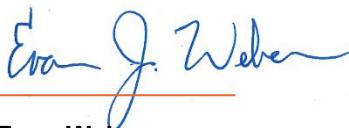
***Please remit payments for services:***  
**Stantec Consulting Services Inc.**  
**13980 Collections Center Drive**  
**Chicago, IL 60693**

The terms and conditions of the work proposed by Stantec will be governed by the attached Professional Services Agreement (PSA). If you find our proposal acceptable, please sign and return the attached PSA. A signed copy of the PSA must be returned to Stantec before initiation of project work. Any additional work will be handled as an amendment to the PSA.

Stantec appreciates your consideration of our firm, and we look forward to providing the requested services. If you have any questions regarding the details of our proposal, please contact Evan Weber at (920) 309-2509 at your convenience.

Regards,

**Stantec Consulting Services Inc.**



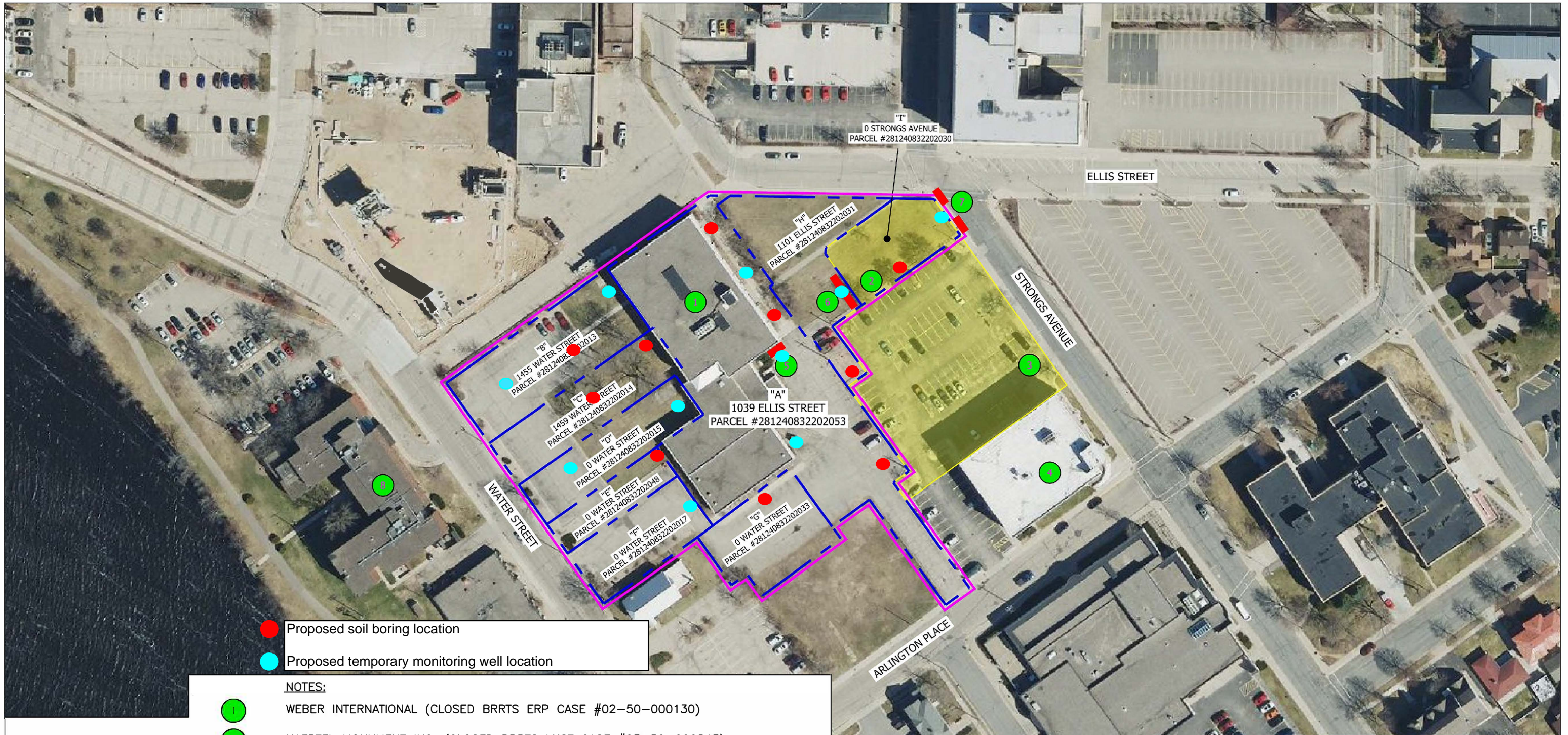
**Evan Weber**  
Earth Scientist  
Phone: (920) 309-2509  
evan.weber@stantec.com



**Lynelle Caine** Credentials  
Senior Project Manager  
Phone: (920) 655-7211  
lynelle.caine@stantec.com

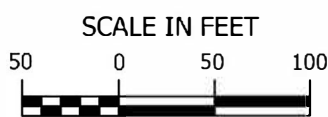
[stantec.com](http://stantec.com)

Attachment: Professional Services Agreement



- Proposed soil boring location
- Proposed temporary monitoring well location

- NOTES:**
- 1 WEBER INTERNATIONAL (CLOSED BRRTS ERP CASE #02-50-000130)
  - 2 HAERTEL MONUMENT INC. (CLOSED BRRTS LUST CASE #03-50-000843)
  - 3 PORTAGE COUNTY SHERIFF ANNEX (CLOSED BRRTS LUST CASE #03-50-000599)
  - 4 NORTHERN AUTO SUPPLY STEVENS POINT (CLOSED BRRTS LUST CASE #03-50-000819)  
1462 STRONGS AVENUE USTs [(2) 550-GALLON & (1) 300-GALLON]
  - 5 FORMER UST LOCATION 1945 & 1960 SANBORN MAPS & BRRTS CASE #02-50-000130)
  - 6 FORMER 500-GALLON GASOLINE USTs (1945, 1960 SANBORN MAPS)
  - 7 FORMER USTs (1922-1960 SANBORN MAPS)
  - 8 FORMER EDGEWATER MANOR PROPERTY (OPEN BRRTS ERP CASE #02-50-592190))
  - FORMER AUTO SALES & SERVICE, PAINT BOOTH, FILLING STATION (1934, 1945 SANBORN MAPS)



- LEGEND**
- APPROXIMATE PROPERTY LINE
  - SUBJECT PROPERTY BOUNDARY



1165 Scheuring Road, Green Bay, Wisconsin 54115  
 Phone: 920-592-8400 Fax: 920-592-8444

This drawing and all information contained thereon is the property of Stantec. Stantec will not be held liable for improper or incorrect usage. Professional seals and signatures do not apply to electronic drawing files. The user assumes all responsibility and risk for the accuracy and verification of all information contained in electronic files.

DATE: 06/30/25 DRAWN BY: JRB PROJECT MANAGER: EW

### Proposed Soil Boring and Temporary Well Locations

PORTAGE COUNTY PARCELS  
 PARCELS #281240832202053, #281240832202013, #281240832202014,  
 #281240832202015, #281240832202048, #281240832202017, #281240832202030,  
 #281240832202031, #281240832202033  
 STEVENS POINT, WISCONSIN

PROJECT NUMBER: 193711482 FIGURE 1

THIS AGREEMENT is made and entered into effective August 4, 2025 (the "Agreement Date") by and between:

**"CLIENT"**

Name: CITY OF STEVENS POINT  
Address: 1515 Strongs Avenue Sims Avenue, Stevens Point, WI  
Phone: 715 346-1568 Fax: ---  
Representative: Jarod Kivela

**"STANTEC"**

Name: STANTEC CONSULTING SERVICES INC.  
Address: 1165 Scheuring Road, De Pere, WI 54115  
Phone: (920) 309-2509 Fax: (920) 592-8444  
Representative: Evan J. Weber - Earth Scientist

PROJECT NAME (the "PROJECT"):

Phase II ESA for the Portage County Parcels (9)at and adjoining 1039 Ellis Street; Stevens Point, WI

**DESCRIPTION OF WORK:** STANTEC shall render the services described in Attachment "A" (hereinafter called the "SERVICES") in accordance with this AGREEMENT. STANTEC may, at its discretion and at any stage, engage subconsultants to perform all or any part of the SERVICES. The CLIENT and STANTEC by written amendment to this AGREEMENT may from time to time make changes to the SERVICES. All changed work shall be carried out under this AGREEMENT. The time for completion of the SERVICES shall be adjusted accordingly.

**DESCRIPTION OF CLIENT:** The CLIENT confirms and agrees that the CLIENT has authority to enter into this AGREEMENT on its own behalf and on behalf of all parties related to the CLIENT who may have an interest in the PROJECT.

**COMPENSATION:** Charges for the SERVICES rendered will be made in accordance with the CONTRACT PRICE indicated in Attachment "A", or, if no CONTRACT PRICE is indicated, in accordance with STANTEC's Schedule of Fees and Disbursements in effect from time to time as the SERVICES are rendered.

Invoices shall be paid by the CLIENT in the currency of the jurisdiction in which the SERVICES are provided without deduction or setoff upon receipt. Failure to make any payment when due is a material breach of this Agreement and will entitle STANTEC, at its option, to suspend or terminate this Agreement and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest.

**REPRESENTATIVES:** Each party shall designate in the space provided above a representative who is authorized to act on behalf of that party and receive notices under this AGREEMENT. Such representatives have complete authority to act on behalf of their principals in respect to all matters arising under this AGREEMENT.

**NOTICES:** All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party. All notices required by this AGREEMENT to be given by either party shall be deemed to be properly given and received within two (2) business days if made in writing to the other party by certified mail, telegram, email, facsimile or telex, addressed to the regular business address of such party as identified above.

**CLIENT'S RESPONSIBILITIES:** The CLIENT shall provide to STANTEC in writing, the CLIENT's total requirements in connection with the PROJECT, including the PROJECT budget and time constraints. The CLIENT shall make available to STANTEC all relevant information or data pertinent to the PROJECT which is required by STANTEC to perform the SERVICES. STANTEC shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the CLIENT, including information and data originating with other consultants employed by the CLIENT whether such consultants are engaged at the request of STANTEC or otherwise. Where such information or data originates either with the CLIENT or its consultants then STANTEC shall not be responsible to the CLIENT for the consequences of any error or omission contained therein.

When required by STANTEC, the CLIENT shall engage specialist consultants directly to perform items of work necessary to enable STANTEC to carry out the SERVICES. Whether arranged by the CLIENT or STANTEC, these services shall be deemed to be provided under direct contracts to the CLIENT unless expressly provided otherwise.

The CLIENT shall give prompt consideration to all documentation related to the PROJECT prepared by STANTEC and whenever prompt action is necessary shall inform STANTEC of CLIENT's decisions in such reasonable time so as not to delay the schedule for providing the SERVICES.

When applicable, the CLIENT shall arrange and make provision for STANTEC's entry to the PROJECT site as well as other public and private property as necessary for STANTEC to perform the SERVICES. The CLIENT shall obtain any required approvals, licenses and permits from governmental or other authorities having jurisdiction over the PROJECT so as not to delay STANTEC in the performance of the SERVICES.

**STANTEC's RESPONSIBILITIES:** STANTEC shall furnish the necessary qualified personnel to provide the SERVICES. STANTEC represents that it has access to the experience and capability necessary to and agrees to perform the SERVICES with the reasonable skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the SERVICES at the time when and the location in which the SERVICES were performed. This undertaking does not imply or guarantee a perfect PROJECT and in the event of failure or partial failure of the product or the SERVICES, STANTEC will be liable only for its failure to exercise diligence, reasonable care and professional skill. This standard of care is the sole and exclusive standard of care that will be applied to measure STANTEC's performance. There are no other representations or warranties expressed or implied made by STANTEC. In particular, but not by way of limitation, no implied warranty of merchantability or fitness for a particular purpose shall apply to the SERVICES provided by STANTEC nor shall STANTEC warrant or guarantee economic, market or financial conditions, proforma projections, schedules for public agency approvals, or other factors beyond STANTEC's reasonable control. STANTEC does not warrant the SERVICES to any third party and the CLIENT shall indemnify and hold harmless STANTEC from any demands, claims, suits or actions of third parties arising out of STANTEC's performance of the SERVICES.

In performing the SERVICES under this AGREEMENT, STANTEC shall operate as and have the status of an independent contractor and shall not act as, or be an employee of the CLIENT.

The SERVICES performed by STANTEC shall be subject to the inspection and the review of the CLIENT at all times but such inspection and review shall not relieve STANTEC from its responsibility for the proper performance of the SERVICES.

**TERMINATION:** Either party may terminate this AGREEMENT without cause upon thirty (30) days' notice in writing. If either party breaches this AGREEMENT, the non-defaulting party may terminate this AGREEMENT after giving seven (7) days' notice to remedy the breach. On termination of this AGREEMENT, the CLIENT shall forthwith pay STANTEC for the SERVICES performed to the date of termination. Non-payment by the CLIENT of STANTEC's invoices within 30 days of STANTEC rendering same is agreed to constitute a material breach of this AGREEMENT and, upon written notice as prescribed above, the duties, obligations and responsibilities of STANTEC are terminated.

**SUSPENSION OF SERVICES:** If the project is suspended for more than thirty (30) calendar days in the aggregate, STANTEC shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the PROJECT is suspended for more than ninety (90) days, STANTEC may, at its option, terminate this agreement upon giving notice in writing to the CLIENT.

**ENVIRONMENTAL:** Except as specifically described in this AGREEMENT, STANTEC's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

**BUILDING CODES, BYLAWS AND OTHER PUBLIC REGULATIONS:** STANTEC shall, to the best of its ability, interpret building codes, by-laws and other public regulations as they apply to the PROJECT and as they are published at the time SERVICES commence. Furthermore, STANTEC shall observe and comply with all applicable laws, ordinances, codes and regulations of government agencies, including federal, state, provincial, municipal and local governing bodies having jurisdiction over the conduct of the SERVICES ("LAWS"). However, it is expressly acknowledged and agreed by the CLIENT that as the PROJECT progresses such building codes, by-laws, other public regulations and LAWS may change or the interpretation of any public authority may differ from the interpretation of STANTEC, through no fault of STANTEC, and any extra costs necessary to conform to such changes or interpretations during or after execution of the SERVICES will be paid by the CLIENT.

STANTEC shall continue to provide equal employment opportunity to all qualified persons and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**COST AND SCHEDULE OF CONSTRUCTION WORK:** In providing opinions of probable cost and project schedule, it is recognized that neither the CLIENT nor STANTEC has control over the costs of labor, equipment or materials, or over the Contractor's methods of determining prices or time. The opinions of probable cost or project duration are based on STANTEC's reasonable professional judgment and experience and do not constitute a warranty, express or implied, that the Contractors' bids, project schedules, or the negotiated price of the Work or schedule will not vary from the CLIENT's budget or schedule or from any opinion of probable cost or project schedule prepared by STANTEC. Exact costs and times will be determined only when bids have been received for the PROJECT and when the construction work has been performed and payments finalized.

**ADMINISTRATION OF CONSTRUCTION CONTRACTS:** When applicable, STANTEC shall provide field services during the construction of the PROJECT only to the extent that such SERVICES are included and defined in this AGREEMENT. The performance of the construction contract is not STANTEC's responsibility nor are STANTEC's field services rendered for the construction contractor's benefit.

It is understood and agreed by the CLIENT and STANTEC that only work which has been seen during an examination by STANTEC can be said to have been appraised and comments on the balance of any construction work are assumptions only.

When field services are provided by STANTEC, the authority for general administration of the PROJECT shall reside with STANTEC only to the extent defined in this AGREEMENT. In such case, STANTEC shall coordinate the activities of other consultants employed by the CLIENT, only to the extent that STANTEC is empowered to do so by such other consultants' contracts with the CLIENT.

STANTEC shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents nor for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. When field services are provided, no acceptance by STANTEC of the work or services of a construction contractor or other consultants, whether express or implied, shall relieve such construction contractor or other consultants from their responsibilities to the CLIENT for the proper performance of such work or services and further, STANTEC shall not be responsible to the CLIENT or to the construction contractor or to the other consultants for the means, methods, techniques, sequences, procedures and use of equipment of any nature whatsoever, whether reviewed by STANTEC or not, which are employed by the construction contractor or the other consultants in executing, designing, or administering any phases of the PROJECT, or for placing into operation any plant or equipment or for safety precautions and programs incidental thereto.

When field services are provided, STANTEC will not be designated as the party responsible for the compliance by others on the construction work site with the purposes or requirements of applicable environmental, occupational health and safety, or similar legislation. The CLIENT shall designate a responsible party, other than STANTEC, for the coordination and performance of environmental, occupational health and safety activities on the construction work site as required by applicable legislation and associated regulations.

**JOBSITE SAFETY:** Neither the professional activities of STANTEC, nor the presence of STANTEC or its employees and subconsultants at a construction site, shall relieve the CLIENT and any other entity of their obligations, duties and responsibilities with respect to job site safety. Subject only to applicable legislation, STANTEC and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

**INDEMNITY:** The CLIENT releases STANTEC from any liability and agrees to defend, indemnify and hold STANTEC harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the negligence or willful misconduct of STANTEC.

**LIMITATION OF LIABILITY:** It is agreed that the total amount of all claims the CLIENT may have against STANTEC under this AGREEMENT or arising from the performance or non-performance of the SERVICES under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the lesser of the fees paid to STANTEC for the SERVICES or \$50,000. No claim may be brought against STANTEC in contract or tort more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against STANTEC and not against any of STANTEC's employees, officers or directors.

STANTEC's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and STANTEC shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and loss of markets.

**INDEMNITY FOR MOLD CLAIMS:** It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, STANTEC knowingly encounters any such substances, STANTEC shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against STANTEC, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of STANTEC. STANTEC and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

**DOCUMENTS:** All documents prepared by STANTEC or on behalf of STANTEC in connection with the PROJECT are instruments of service for the execution of the PROJECT. STANTEC retains the property and copyright in these documents, whether the PROJECT is executed or not. Payment to STANTEC of the compensation prescribed in this AGREEMENT shall be a condition precedent to the CLIENT's right to use documentation prepared by STANTEC. These documents may not be used for any other purpose without the prior written agreement of STANTEC. The CLIENT shall have a permanent non-exclusive, royalty-free license to use any concept, product or process which is patentable or capable of trademark, produced by or resulting from the SERVICES rendered by STANTEC in connection with the PROJECT, for the life of the PROJECT. The CLIENT shall not use, infringe upon or appropriate such concepts, products or processes without the express written agreement of STANTEC. In the event STANTEC's documents are subsequently reused or modified in any material respect without the prior consent of STANTEC, the CLIENT agrees to indemnify STANTEC from any claims advanced on account of said reuse or modification.

Any document produced by STANTEC in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of STANTEC, which may be withheld at STANTEC's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of STANTEC's standard form reliance letter.

STANTEC cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold STANTEC, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of STANTEC, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without STANTEC's written consent.

**PROJECT PROMOTION:** Where the Client has control or influence over construction signage, press releases and/or other promotional information identifying the project ("Project Promotion"), the Client agrees to include STANTEC in such Project Promotion.

**FORCE MAJEURE:** Any default in the performance of this AGREEMENT caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the CLIENT of its obligation to pay STANTEC for services rendered.

**GOVERNING LAW:** This AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed.

**DISPUTE RESOLUTION:** If requested in writing by either the CLIENT or STANTEC, the CLIENT and STANTEC shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

**ATTORNEYS FEES:** In the event of a dispute hereunder, the prevailing party is entitled to recover from the other party all costs incurred by the prevailing party in enforcing this AGREEMENT and prosecuting the dispute, including reasonable attorney's and expert's fees, whether incurred through formal legal proceedings or otherwise.

**ASSIGNMENT AND SUCCESSORS:** Neither the CLIENT nor STANTEC shall, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations of this AGREEMENT or any part hereof. This AGREEMENT shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

**PROTECTION OF PRIVACY LAWS:** STANTEC will comply with its statutory obligations respecting the collection, use, disclosure, access to, correction, protection, accuracy, retention and disposition of personal information that may be collected or created under this AGREEMENT. STANTEC will refer any request for access to or correction of personal information that is made under statute to the CLIENT and will comply with any directions from the CLIENT respecting the access request, or respecting correction and annotation of personal information. STANTEC will, at reasonable times and on reasonable notice, allow the CLIENT to enter its premises and inspect any personal information of the CLIENT's that is in the custody of STANTEC or any of STANTEC's policies or practices relevant to the management of personal information subject to this AGREEMENT.

**ENTIRE AGREEMENT:** This AGREEMENT constitutes the sole and entire agreement between the CLIENT and STANTEC relating to the PROJECT and supersedes all prior agreements between them, whether written or oral respecting the subject matter hereof and no other terms, conditions or warranties, whether express or implied, shall form a part hereof. This AGREEMENT may be amended only by written instrument signed by both the CLIENT and STANTEC. All attachments referred to in this AGREEMENT are incorporated herein by this reference; however, in the event of any conflict between attachments and the terms and conditions of this AGREEMENT, the terms and conditions of this AGREEMENT shall take precedence.

**SEVERABILITY:** If any term, condition or covenant of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall be binding on the CLIENT and STANTEC.

**THE PARTIES EXPRESSLY ACKNOWLEDGE THAT THIS AGREEMENT CONTAINS LIMITATION OF LIABILITY PROVISIONS RESTRICTING RIGHTS FOR THE RECOVERY OF DAMAGES.**

The Parties, intending to be legally bound, have made, accepted and executed this AGREEMENT as of the Agreement Date noted above.

**CITY OF STEVENS POINT****STANTEC CONSULTING SERVICES INC.**

Jarod Kivela - Community Development  
Director  
\_\_\_\_\_  
Print Name and Title

Signature \_\_\_\_\_

Evan J. Weber - Earth Scientist  
\_\_\_\_\_  
Print Name and Title

Signature  \_\_\_\_\_

Attached to and forming part of the AGREEMENT BETWEEN:

CITY OF STEVENS POINT

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: August 4, 2025

This Attachment details the SERVICES, CONTRACT TIME, CONTRACT PRICE, ADDITIONAL CONDITIONS and ADDITIONAL ATTACHMENTS forming part of the above described AGREEMENT.

SERVICES: STANTEC shall perform the following SERVICES:

*See August 4 2025 Proposal titled Proposal to Complete Phase II ESA at the Portage County  
Parcels (9) situated at and adjacent 1039 Ellis Street, Stevens Point, Wisconsin*

(hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: August 4, 2025

Estimated Completion Date: December 31, 2025

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third party charges will be charged as invoiced to STANTEC with a ten percent (10%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the SERVICES or services conditions change, STANTEC shall submit to the CLIENT in a timely manner, documentation of the revisions to Attachment "A" adjusting the Contract Services Time and Price as required.

Unless otherwise specified, charges for SERVICES are based on STANTEC's hourly billing rate table ("Rate Table"), attached hereto. The Rate Table is subject to escalation from time to time. At a minimum, effective each January 1 during the term of this Agreement, STANTEC's charges for SERVICES shall escalate by either (a) the most current Consumer Price Index year over year percentage increase, not seasonally adjusted, for the preceding July, all items, as published by Statistics Canada (for Projects in Canada) plus 1.0%, or (b) the most current Consumer Price Index for All Urban Consumers (CPI-U) year over year percentage increase, not seasonally adjusted, for the preceding July, as published by the U.S. Bureau of Labor Statistics plus 1.0% (for all other projects).

ADDITIONAL CONDITIONS: The following additional conditions shall be read in conjunction with and constitute part of this AGREEMENT:

**PROFESSIONAL SERVICES**

The data presented by STANTEC represent conditions only at the specified locations and at the time designated. CLIENT acknowledges that these data may not represent conditions at other locations and times. STANTEC shall not be responsible for the interpretation given by others to STANTEC's data, interpretations and recommendations.

CLIENT acknowledges that STANTEC will provide a professional opinion relative to the presence of disposed hazardous substances, but STANTEC will not write a certification, statement, or guarantee.

CLIENT agrees to provisions of the AGREEMENT related to hazardous substances and accepts professional services deemed necessary by STANTEC to comply with legal regulatory and health and safety standards which govern work with hazardous substances.

**HAZARDOUS SUBSTANCES**

**Hazardous Substances Defined:** Hazardous substances shall be defined as any chemically derived or naturally occurring substance or waste material reasonably considered to be subject to any federal, state or provincial law regulating such substances or wastes as hazardous.

**Special Nature of Work CLIENT Understanding:** SERVICES provided by STANTEC will be based on information furnished by CLIENT and/or data ordinarily collected in the performance of such work by CLIENT. STANTEC shall exercise professional judgment and shall perform SERVICES using that degree of care and skill ordinarily exercised under similar circumstances by environmental consultants practicing on similar projects, in a similar time frame, and in this or similar localities. CLIENT understands that environmental services involving hazardous substances and hazardous wastes present hazards and liability risks to CLIENT and STANTEC if not conducted in compliance with applicable laws and regulations and with full disclosure of the presence of hazardous substances by CLIENT. CLIENT understands and agrees to the terms of this contract which authorize STANTEC to act on CLIENT's behalf and be compensated at STANTEC's usual rates for such SERVICES.

**Information:** CLIENT will disclose to STANTEC all known or reasonably available information regarding past uses, existing conditions, and proposed uses of the site. CLIENT will specifically identify and describe to STANTEC all releases of hazardous substances known or reasonably believed to have occurred which are relevant to the SERVICES to be performed by STANTEC. CLIENT will furnish any additional information requested by STANTEC including but not limited to: existing reports, plans, surveys, water and soil test data, and permits issued by agencies of government. CLIENT authorizes STANTEC to use all information supplied, including incorporating the information by copying or direct reference into reports prepared by STANTEC.

**Representative:** CLIENT agrees to provide a representative at the job site to supervise and coordinate the job when requested by STANTEC and upon 24-hours notice.

**Responsibility for Safety and Health:** STANTEC will not create conditions which are hazardous to CLIENT or other parties. STANTEC agrees to comply with the site safety and health plan (as defined by federal law) and other additional safety requirements specified by CLIENT or CLIENT's agent. CLIENT shall provide such information to STANTEC as soon after execution of this AGREEMENT as practical and in no case less than five working days prior to commencement of work. STANTEC shall not be liable for injuries or economic loss associated with project safety except where such injuries or economic loss is caused by the sole negligence of STANTEC; and STANTEC reserves the right to stop work if an unsafe condition is observed.

In the event STANTEC is retained in a capacity in which it is responsible for preparation of a site safety and health plan by operation of law, regulation, or being placed in a supervisory or coordination role with respect to other parties at the site, it shall be authorized by CLIENT to assure to STANTEC's satisfaction that all requirements of such plan are complied with by CLIENT, CLIENT's employees and agents, and other parties. CLIENT agrees to provide information requested by STANTEC and to cooperate with the preparation and implementation of STANTEC's safety and health plan. STANTEC shall not be liable for personal injuries or property damages unless said personal injuries or property damages are found to be caused by STANTEC's sole negligence in either its preparation of a site safety and health plan or its exercise of its responsibilities thereunder.

**Notification to Government Agencies:** CLIENT hereby agrees to comply with all requirements of federal, state, provincial, and local laws, regulations, and ordinances governing notifications of hazardous substance releases immediately upon notification by STANTEC that a release, threatened release, or other reportable event has occurred and that notification is required. In the event that CLIENT or CLIENT's agent is unavailable to make such required report or otherwise fails to do so, CLIENT hereby authorizes STANTEC to make reports on its behalf.

**Hazardous Waste and Hazardous Substance Transportation and Disposal:** Hazardous wastes and hazardous substances, as defined by federal, state and provincial law, encountered by

STANTEC, shall be deemed to have been generated by and the property of CLIENT. STANTEC's discovery, excavation, handling, packaging, and storing of such wastes shall be as CLIENT's agent and STANTEC shall incur no liability whatsoever with respect to such wastes except where such liability arises out of its willful misconduct or wanton negligence. CLIENT shall be solely responsible for selection of transporters and disposal or treatment sites. CLIENT shall provide documentation and/or identification required by law, if any, to accompany all shipments of hazardous wastes and CLIENT shall be solely responsible for all fees, taxes, and other charges associated with hazardous wastes. In the event CLIENT is unavailable or for any other reason fails to exercise its obligations under state and federal hazardous waste laws, STANTEC is hereby authorized to act as CLIENT's agent to the extent necessary to properly manage any hazardous wastes and hazardous substances encountered during work for CLIENT in accordance with applicable laws and regulations or in compliance with the orders of any federal, state or local agency. All such work shall be billed to CLIENT on a time and expense basis.

ADDITIONAL  
ATTACHMENTS:

The following additional attachments shall be read in conjunction with and constitute part of this AGREEMENT:

Proposal dated August 4, 2025

INSURANCE  
REQUIREMENTS:

Before any services are provided under this agreement, STANTEC shall procure, and maintain in effect during the term of this agreement, insurance coverage in amounts and on terms not less than set forth below.

**General Liability:** Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence and not less than \$2,000,000 in the aggregate.

**Automobile Liability:** Automobile liability insurance for bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence.

**Professional Liability:** Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by STANTEC in the amount of \$1,000,000 per claim and in the aggregate.

**Workers' Compensation:** As prescribed by applicable law.

**Certificates:** Upon request, STANTEC shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with thirty (30) days prior written notice to the CLIENT.



# Memo

**Chris Klesmith**  
**Neighborhood Planner / Economic**  
**Development Specialist**

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
(715) 341-4171 | cklesmith@stevenspoint.com

To: Finance Committee  
From: Chris Klesmith  
CC: Jarod Kivela  
Date: August 11, 2025  
Subject: Request to Obtain Design Services for Subdivision Infrastructure in TID 11

Finance Committee -

Staff are requesting authorization to spend up to \$100,000 to retain professional services from Rettler Corporation to complete the roadway design for the extension of Meadow Street, Third Street, and Academy Avenue and associated services to establish the residential subdivision. Attached to this memo is the proposal provided by Rettler Corporation. Staff have previously worked with Rettler Corporation on the extension of Union Street to service the renovation project for the Sisters of Saint Joseph site and have provided services to Door2Dreams during their planning stages. Based on Rettler's prior knowledge/experience of the area, their work with Door2Dreams on their current development, and the nature of the development (close proximity of development elements requires cohesive planning to ensure everything works/meshes as it should), the Department of Public Works and Community Development Departments agree that contracting with Rettler for this work would be in the best interest of the development and community.

Securing these services and constructing these road extensions will be required to support the development agreement signed with Door2Dreams and their first phase of construction. As noted in the proposal provided by Rettler Corporation, the cost of design services for the entire subdivision is being divided between the City and Door2Dreams in order to reduce overall project costs to both entities. There are additional proposed costs for geotechnical work (~\$8,000), wetland recertification (~\$4,000), wetland delineation (~\$6,000), platting (~\$5,000), materials reviews (~\$4,000), and other steps that are anticipated to reach a total cost of \$97,000. While Rettler will help coordinate these items, they are not included in their proposal as they will subcontract these tasks to complete them. The result of the partnership is anticipated to be a predominantly owner-occupied residential subdivision adjacent to the Door2Dreams development.

Staff are making the request above to spend up to \$100,000 for services necessary to complete planning for the subdivision and extensions of Meadow Street, Third Street, and Academy Avenue, promoting adherence to Door2Dreams' construction schedule and availability of additional residential parcels to the community.

Cheers,

Christopher Klesmith  
Neighborhood Planner & Economic Development Specialist  
City of Stevens Point

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MEADOW STREET, ACADEMY AVENUE & THIRD STREET EXTENSION  
ROADWAY DESIGN PROPOSAL

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July 18, 2025

City of Stevens Point  
Attn: Jarod Kivela – Community Development Director  
1515 Strongs Avenue  
Stevens Point, WI 54481

Re: Meadow Street, Academy Avenue & Third Street Extension  
Rettler Corporation Professional Services Proposal

Dear Mr. Kivela:

Thank you for requesting a proposal for roadway design work for new roadways adjacent to Maria Drive. The attached Professional Services Proposal outlines the scope of services we will provide, and identifies the level of compensation for the design of Meadow Street, Academy Avenue and Third Street.

Please do not hesitate to contact us with questions or clarifications on this information.

Sincerely,



Michael K. Helmrick, PLA  
Project Manager, Partner

Encl; Professional Services Agreement

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# MEADOW STREET, ACADEMY AVENUE & THIRD STREET EXTENSION ROADWAY DESIGN PROPOSAL

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## PROFESSIONAL DESIGN SCOPE OF SERVICES:

Door 2 Dreams (D2D) is planning a development in the area of Union Street and Meadow Street north of Maria Drive. Adjacent to this development, the City of Stevens Point (City) plans to construct approximately 470 LF of Meadow Street north of Maria Drive, approximately 450 LF of Academy Avenue west of Union Street and 470 LF of Third Street on the western edge of the parcel to access and serve utilities to D2D and a proposed residential development.

The Meadow Street, Academy Avenue and Third Street roadway design will include an urban roadway typical section including curb and gutter, sidewalk, green/landscape space, parallel parking spaces, storm sewer, sanitary sewer, and watermain.

To assist the City of Stevens Point in this effort, Rettler Corporation (Rettler) proposes to provide the following services.

### I. Data Collection

- A. Obtain available plans and mapping from the City of Stevens Point, WDNR and completed Rettler surveys and construction documents from past projects on the convent property.
- B. Conduct a topographic verification survey of the site adequate to develop a comprehensive base map and existing site plan for the area impacted by the proposed improvements with conventional topographic survey methods. The survey will allow for the development of 1-foot contour elevation data and will identify all major topographic features. This topographic survey will be used in the development of site design documents for the proposed development and for applying for necessary permits.
- C. Utility information will be based on information provided by others; (diggers hotline locate). Any private utilities need to be made available to the Surveyor so that they may be shown on the map. If necessary, Rettler Corporation can retain a private utility locator to locate private utilities. Cost of a private utility locate will be a direct reimbursable to the Owner.
- D. Rettler Corporation will coordinate with a geotechnical firm to conduct soil borings and prepare a geotechnical report. Rettler Corporation will produce an RFP, obtain multiple quotes on behalf of the Owner and coordinate boring work as part of this proposal. The geotechnical firm will be contracted directly with the Owner.
  1. The number, location and type of soil borings will be coordinated with the Owner and Architect.
  2. The results will be used to assist in developing estimates of probable construction cost for site development elements, will be used to obtain necessary DNR permits and will be used in the development of construction plans and specifications.
- E. Review existing wetland delineation previously completed.
- F. Meet with City staff to discuss existing site conditions, the proposed Door 2 Dreams adjacent development, future developments in adjacent parcels and identify goals and objectives for the roadway and utility design.

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# MEADOW STREET, ACADEMY AVENUE & THIRD STREET EXTENSION ROADWAY DESIGN PROPOSAL

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## II. Construction Bid Documents and Permitting

- A. Rettler Corporation to provide 30%, 60% and 90% completion reviews for this project.
- B. Provide construction bidding documents based upon approved development program.
- C. Provide copies of the construction documents to the Owner.
  - 1. Drawings as required
    - a. Title sheet
    - b. Typical sections
    - c. Construction details
    - d. Erosion Control plan
    - e. Layout and Paving grades
    - f. Utility plan and profile
    - g. Sanitary sewer, storm sewer, and watermain schedules
    - h. Pavement marking and permanent signing
    - i. Traffic control
    - j. Roadway plan and profile
    - k. Cross sections
    - l. City standard details
    - m. Earthwork data
  - 2. Project Specifications
    - a. Utilize City standard specifications to develop technical specifications for bidding
- D. Stormwater and Utility Design and Permitting
  - 1. Prepare a stormwater management plan for the site. Obtain approvals from the City of Stevens Point and Wisconsin Department of Natural Resources (WDNR) for the proposed improvements.
  - 2. Prepare, submit, and obtain approval of a WDNR Notice of Intent Storm Water and Erosion Control permit.
  - 3. Prepare water and sanitary utility extension plans. Obtain approvals from the City of Stevens Point and WDNR for sanitary sewer and watermain extensions.
  - 4. Determine with City and Door 2 Dreams if WDNR permitting should be done separately or one permit for the roadways and site development.
- E. Wetland Permitting
  - 1. Coordinate wetland impacts with DNR.
  - 2. For the wetlands adjacent to the proposed gathering lodge and within the proposed roadways, prepare a WDNR individual wetland permit for wetland fills that are necessary for the site development. Coordination will occur with the DNR for finalizing.
  - 3. The existing wetland delineation is outside the timeframe that DNR allows. Rettler will review with DNR if the report will still be acceptable to use for permitting. If not, then the report will have to be recertified. A wetland delineation of the southern end of the proposed Third Street will be needed as this area was not included in the limits of the prior delineation. Rettler will coordinate this work with the wetland delineator, and the cost of the wetland delineators services will be direct with Owner.
  - 4. For the potentially exempt wetlands adjacent to the baseball field outfield fence; Confirm with the DNR that these are exempt wetlands and file the necessary permit

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# MEADOW STREET, ACADEMY AVENUE & THIRD STREET EXTENSION

## ROADWAY DESIGN PROPOSAL

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applications for filling of those wetlands. If not exempt, review with the DNR options for filling the wetlands and necessary permits.

### F. Bidding Phase

1. Provide plan sets and full bidding documents following the Owner's template for bidding (anticipated digital bid package, plan printing and mailing to be direct reimbursable paid by Owner if utilized).
2. Respond to questions during bidding and provide timely addenda documents as required.
3. Provide review of Contractor bids with Owner and provide recommendation of selected Contractors.

### III. Assumptions

- A. The development of an Environmental Assessment including review of existing site and buildings for the presence of hazardous materials, and archaeological, threatened and endangered species and culturally significant resource screening for the project site are not within the scope of this Agreement.
- B. Geotechnical Services and Wetland Delineation Services are not within the scope of this Agreement. Rettler Corporation will coordinate both consultants as part of our scope of work. The Door 2 Dreams site development and roadways will both require these services, and a cost share of these items are to be reviewed along with who will be the contracting agency for the services. The cost of purchasing wetland mitigation credits are not included in this Agreement.
- C. A formal Traffic Impact Analysis is not within the scope of this agreement.
- D. Construction related services are not within the scope of this initial Agreement and will be provided for an additional fee as project needs warrant.
- E. Property, CSM, subdivision plat and construction survey services are not within the scope of this initial Agreement and will be provided for an additional fee as project needs warrant.
- F. Additional Services
  1. As-built drawings
  2. Color renderings beyond those specified.
  3. Floodplain permitting
  4. Traffic impact analysis
  5. Preparation of addenda and construction bulletins resulting from a change in scope by Owner/Architect after schematic design and site program are complete.
  6. Analysis of LEED Sustainable Site Credits for the project.
  7. Calculations, documentation, or submittals for LEED Certification.
  8. Preparing and submitting any grants

**MEADOW STREET, ACADEMY AVENUE & THIRD STREET EXTENSION  
ROADWAY DESIGN PROPOSAL**

**IV. Compensation for Services**

- A. Rettler Corporation will bill the following lump sum fees.
- B. If the Owner, changes the Scope of Services after initiation of services, the Consultant has the right to renegotiate the compensation for the charged services.
- C. All governmental fees will be paid directly by the Owner.
- D. Periodic invoices will be submitted on a 30-day basis. The billing amount will be determined based upon the current percent completion of services.

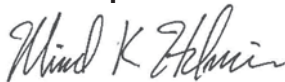
**V. Schedule of Payment**

- A. Topographic Survey of residential development and roadway (Third Street) area to the west of proposed Meadow Street.....\$3,800.00
- B. Roadway Design and Permitting Lump Sum.....\$52,200.00
  - 1. *\*The cost of the topographic survey for the Door 2 Dreams sites and roadway areas of Meadow Street and Academy Ave are currently in the Door 2 Dreams proposal at a total cost of \$6,800.00. A proposed cost share of the \$6,800 would be \$1,800 to the City for roadway areas and \$5,000 for the D2D site.*
  - 2. *The anticipated overall cost of the geotechnical borings and report is \$12,000 to \$15,000 for the D2D site, roadways and residential development site to the west. A proposed cost share is 50/50 for the cost of the report and mobilization and per vertical foot cost of boring applied to the specific project. (The pricing from the proposing geotechnical firms will be broken into unit pricing to allow for allocating the cost shares appropriately).*
  - 3. *Wetland Recertification is estimated between \$4,000 to \$6,000 for the D2D and City development site/roadways. A proposed cost share for the work is 50/50.*
  - 4. *Wetland Delineation of the southern end of the proposed Third Street is estimated between \$4,000 to \$6,000 and would be proposed a cost of the City.*

**VI. Contract Agreement**

- A. This proposal shall remain firm for a period of ninety (90) days after the date indicated below, as executed by Rettler Corporation. The proposal may be withdrawn or renegotiated after this time.

**Rettler Corporation**



\_\_\_\_\_  
**Michael K. Helmrick, PLA**  
**Project Manager, Partner**

07/18/2025

\_\_\_\_\_  
**Date**

**City of Stevens Point**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

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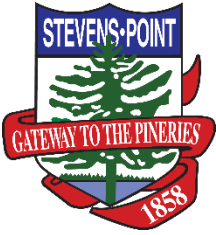
**MEADOW STREET, ACADEMY AVENUE & THIRD STREET EXTENSION  
ROADWAY DESIGN PROPOSAL**

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**STANDARD AGREEMENT PROVISIONS**

1. The Owner, upon receipt of monthly invoices shall make payments to the Landscape Architect /Engineer under this Agreement for Services. Payment is due within thirty (30) days of invoice date. Amounts unpaid after 30 days will bear interest of 1½% per month (18% annually) until paid. Rettler Corporation reserves the right to cease or suspend services if amounts remain unpaid after 60 days.
2. The law of The State of Wisconsin will govern this agreement.
3. The Owner and the Landscape Architect /Engineer agree to attempt to settle any disputes arising out of or relating to this agreement by mediation. The mediator shall be a neutral third party, such person to be agreeable for this purpose to both parties. The cost of such mediator to be born equally by both parties.
4. Either party upon not less than seven days written notice may terminate this Agreement. At such time the Landscape Architect /Engineer shall be compensated for work performed and expenses incurred prior to written notice of termination.
5. The owner agrees to LIMIT THE ARCHITECT'S LIABILITY to the owner, due to the Landscape Architect /Engineer's negligent acts, errors or omissions, such that the total aggregate liability of the Landscape Architect/Engineer shall not exceed \$1,000,000 per occurrence of \$1,000,000 aggregate.
6. The Landscape Architect/Engineer shall have no responsibility for construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work, for the acts or omissions of the contractor, subcontractors or any other persons performing any of the work, or the failure of any of them to carry out the work in accordance with the contract documents.
7. The Landscape Architect / Engineer shall have no responsibility for the discovery, identification, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site(s), including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
8. Unless otherwise agreed to in writing, compensation for services performed under this Agreement shall not be contingent on the Project proceeding into implementation and construction.
9. All documents produced by the Landscape Architect/Engineer for use on this project including, but not limited to, preliminary sketches, renderings, final contract documents and specifications are instruments or service for use solely on this project. The Landscape Architect/Engineer is the author of such documents and retains all ownership, statutory and reserved rights, including copyright. Such documents and the resultant architectural work (built project) are protected under federal copyright law, specifically the Architectural Works Copyright Protection Act of 1990. Copying documents for bidding and construction can be done only for use on this project and shall not constitute publication. The Owner shall not use or cause the use of these documents on other projects, or on additions to this project without the permission of and compensation to the Landscape Architect /Engineer.

**Authorized Representative's Initials: \_\_\_\_\_**



# Memo

**Chris Klesmith**  
**Neighborhood Planner / Economic  
Development Specialist**

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
(715) 341-4171 | cklesmith@stevenspoint.com

To: Finance Committee, Common Council  
From: Chris Klesmith  
CC: Jarod Kivela, Adam Kuhn  
Date: August 5, 2025  
Subject: Request from the Redevelopment Authority of the City of Stevens Point to adopt a Blight Determination Resolution and transfer ownership of the Shopko Properties (Parcels 281240832202950, 281240832202969, 281240832202972, 281240832202804, and 281240832202814) to the Redevelopment Authority of the City of Stevens Point

Council Members,

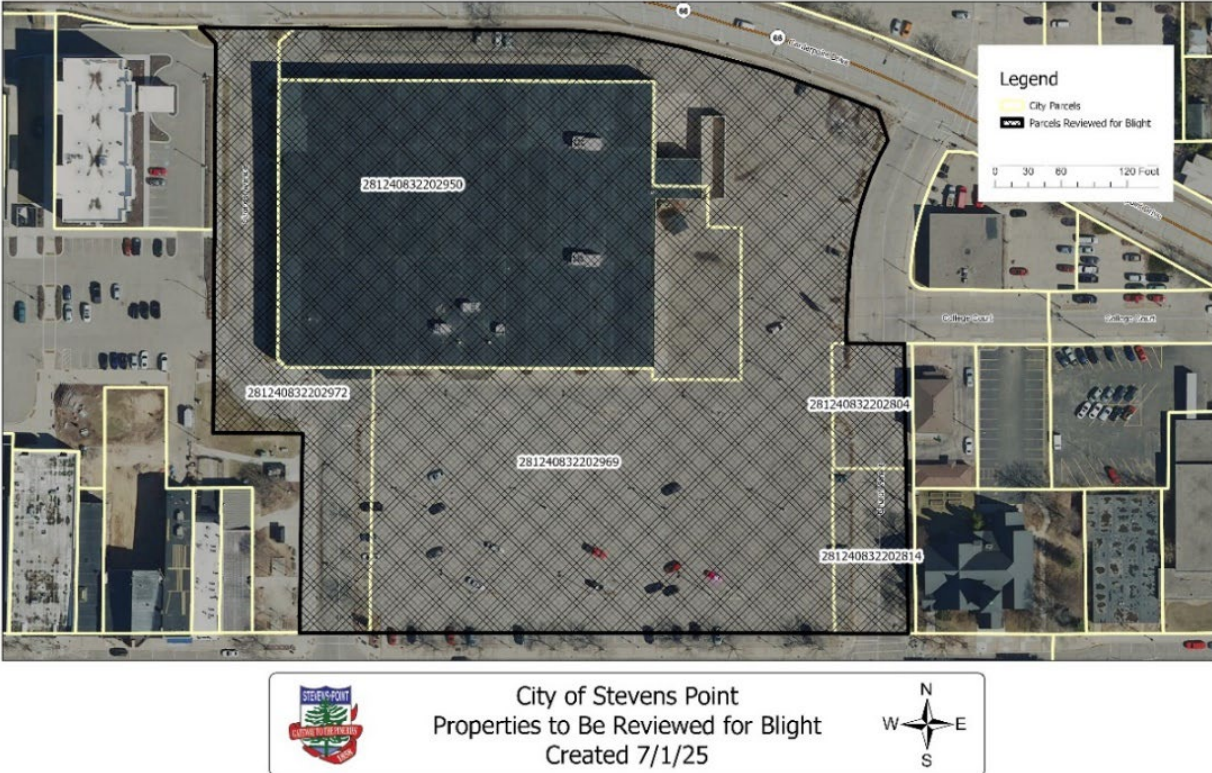
On October 30, 2024, the City had acquired the Shopko parking lot (parcel 281240832202969) from the Redevelopment Authority under the agreement that if the City did not receive the FY25 Environmental Protection Agency (EPA) Brownfield Cleanup Grant, that the property would be returned to the Redevelopment Authority within 10 days. The City did not receive a FY25 award, and staff intend to reapply for FY26 given the positive remarks on the application.

Upon discussing the project and land ownership situation with Wisconsin Department of Natural Resources (WDNR) staff, the Redevelopment Authority would need to again perform an “All Appropriate Inquiries” to be eligible for state and federal assistance to address environmental contamination on the site during redevelopment. The Redevelopment Authority has ordered the studies necessary to complete the all appropriate inquiries and qualify for assistance. Furthermore, to qualify for certain state and federal economic assistance for brownfield redevelopment, programs such as the Environmental Protection Agency’s Brownfield Cleanup grant require that *all* lands considered in a grantable project are owned by the same entity. To ensure eligibility for state and federal granting programs and strive for more cost-effective environmental cleanup and redevelopment of the properties, the Redevelopment Authority is requesting ownership of all blighted parcels, outlined below.

The Redevelopment Authority held a public hearing on Thursday, July 31<sup>st</sup> to determine if the properties are indeed blighted based on the definition of “Blighted Properties” outlined in Wis Stats 66.1333(2m)(bm). Due to the following reasons, the Redevelopment Authority determined that the properties are indeed blighted and should be transferred to the Redevelopment Authority for redevelopment assistance:

- The presence of environmental contamination documented in the Site Investigation Report completed on August 30, 2024 for the City of Stevens Point plays a role in prohibiting redevelopment of the site. Exhibits from the report were referenced during the public hearing, and the full report is available upon request.
- The properties are predominantly open, consisting of a parking lot, closed demolition site, and roadways. Recent photo review of the parking lot shows anywhere from 103 to 134 stalls of the lot being occupied at any point in time during weekday working hours. This equates to an occupancy rate of 23-30%.

- The lot layout or platting is not conducive for development projects. Parcel 281240832202950 is not technically accessible via right-of-way and is predominantly surrounded by parcel 281240832202969. Furthermore, parcel 281240832202969 contains sections that would not support a building that would be comparable to the historic district or recent developments.
- Lack of development on the parcels is contributing to a significant loss of tax revenue to the City and constitutes an economic and social liability. The average tax value per acre in the downtown business improvement district calculated in the 2024 assessment levy was \$2,374,189. The size of the parking lot alone is 3.5 acres, resulting in an approximate loss of \$73,706 annually. Newer developments produce a higher value per acre.
- A total of 94 independent emergency responses were made to the property address of 1200 Main Street from 1/1/24 to 7/24/25.



The City Plan Commission and Staff recommend that the Common Council approve of the attached blight determination resolution and transfer ownership of parcels 281240832202950, 281240832202969, 281240832202972, 281240832202804, and 281240832202814, identified above to the Redevelopment Authority of the City of Stevens Point. Please note, this resolution will also authorize staff to apply for several financial tools to assist in the redevelopment of the parcels.

If you have any questions about the information presented in this memo or the attachments, please call me or email me and Director Kivela, [jkivela@stevenspoint.com](mailto:jkivela@stevenspoint.com).

Cheers,

Christopher Klesmith  
 Neighborhood Planner & Economic Development Specialist  
 City of Stevens Point

**RESOLUTION DECLARING PROPERTY TO BE BLIGHTED  
AND AUTHORIZING THE REDEVELOPMENT AUTHORITY TO ASSIST THE  
REDEVELOPMENT OF THE PROPERTY; AND DECLARING INTENT TO PURSUE  
TECHNICAL AND FINANCIAL ASSISTANCE TO REDEVELOP THE PROPERTY**

**WHEREAS**, Section 66.1333, Wisconsin Statutes, as amended (the "Act"), states that it is the policy of this state to protect and promote the health, safety and general welfare of the people of the state in which blighted areas exist by the elimination and prevention of such areas through the utilization of all means appropriate for that purpose, thereby encouraging well- planned, integrated, stable, safe and healthful neighborhoods, the provision of healthful homes, a decent living environment and adequate places for employment of the people of this state and its communities in such areas; and

**WHEREAS**, this Common Council created a Redevelopment Authority (the "Authority") to eliminate or prevent substandard, deteriorated, obsolete and blighted areas in the City of Stevens Point, Wisconsin (the "City"); and

**WHEREAS**, the properties in the City which are described as parcel numbers 281240832202950, 281240832202969, 281240832202972, 281240832202804, and 281240832202814 (collectively, the "Shopko Properties") were determined by Stantec to have recognized environmental conditions that present a threat to human health or the environment in a Site Investigation Report prepared for the City in August 2024; and

**WHEREAS**, blight elimination, slum clearance, and urban renewal and redevelopment projects on the Shopko Properties will protect and promote the health, safety and general welfare of citizens of the City; and

**WHEREAS**, the Authority proposes to acquire the Shopko Properties for the purpose of carrying out blight elimination and urban renewal projects and, as required by Section 66.1333(5)(c)2., Wisconsin Statutes, certain procedures must be followed to acquire property for such purposes; and

**WHEREAS**, the City is the owner of the Properties; and

**WHEREAS**, Section 5(c)1g. of the Act provides that the Authority may acquire blighted property without designating a redevelopment area or adopting a redevelopment plan if the Authority obtains advance approval of the Common Council by at least a two-thirds vote; and

**WHEREAS**, on July 31, 2025 the Authority conducted a duly-noticed public hearing at which all interested parties were afforded a full opportunity to express their views respecting the determination of blight for the Shopko Properties; and

**WHEREAS**, Section 66.1333(5)(c)2., Wisconsin Statutes requires that notice of the public hearing, describing the time, date, place and purpose of the hearing and generally identifying the properties involved be given to each owner of the properties at least 20

days prior to the date set for the hearing, by certified mail with return receipt requested; and

**WHEREAS**, the City received notice of the public hearing on July 3, 2025; and

**WHEREAS**, after the public hearing the Authority (i) found the Shopko Properties to be "blighted properties" within the meaning of Section 66.1333(2m)(bm), Wisconsin Statutes, and (ii) submitted the blight determination and proposed acquisition of the Shopko Properties for the purpose of carrying out blight elimination and urban renewal projects to this Common Council for approval; and

**WHEREAS**, in accordance with the Act, this Common Council now finds it necessary and in the public interest that the Authority undertake activities to eliminate and prevent blight, obsolescence, and the deterioration of the Shopko Properties and to promote redevelopment and urban renewal on the Shopko Properties; and

**WHEREAS**, this Common Council has studied the facts and circumstances relating to the Shopko Properties and the proposed acquisition of the Shopko Properties, consideration having been given, among other items, to the following matters: (i) the definition of "blighted property" contained in Section (2m)(bm) of the Act, (ii) the Stantec Phase 1 Environmental Site Assessment and Staff Report with respect to the existence of blight on the Shopko Properties in the context of the Act, (iii) the past and existing condition of, and the proposed uses of, the Shopko Properties as previously approved in the Downtown Targeted Area Master Plan, and (iv) the goals and objectives of the proposed acquisition of the Shopko Properties; and

**WHEREAS**, the City favors the construction of affordable housing on parcels identified for Residential development on the Shopko Properties; and

**WHEREAS**, to remedy the blighting conditions on the Shopko Properties, the Authority plans to negotiate development agreements in partnership with the City to fulfill the Downtown Targeted Area Master Plan; and

**WHEREAS**, the Authority intends to apply for technical and financial assistance through the Wisconsin Department of Natural Resources, the Wisconsin Economic Development Corporation, the United States Environmental Protection Agency, the United States Department of Agriculture, and other agencies to remedy the blighting conditions and the City may authorize the Authority and City staff to apply for such assistance.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Stevens Point as follows:

1. The Common Council hereby finds, determines and declares that the Shopko Properties are blighted properties as of the times described in the Stantec Site Investigation Report and Staff Report to the Redevelopment Authority within the meaning of Section (2m)(bm) of the Act which substantially impair or arrest the sound growth of the community.

2. The Common Council finds that designating a boundary or adopting a redevelopment plan is not necessary to determine the need for the acquisition of the Shopko Properties, the uses of the Shopko Properties after acquisition, and the relation of the acquisition to other property redevelopment by the Authority. The Downtown Targeted Area Master Plan as amended on May 19, 2025 shall provide sufficient direction.

3. The Common Council hereby finds that it is in the best interest of the City to have the Authority acquire the Shopko Properties and jointly negotiate for the redevelopment of the Shopko Properties.

4. The Common Council hereby finds that the staff of the City and Authority are authorized to continue to pursue technical and financial assistance for the redevelopment of the Shopko Properties provided by the Wisconsin Department of Natural Resources, Wisconsin Economic Development Corporation, the United States Environmental Protection Agency, United States Department of Agriculture, and other organizations. All actions taken in connection with acquiring such assistance are hereby ratified.

Approved: \_\_\_\_\_  
Mike Wiza, Mayor

Attest: \_\_\_\_\_  
Susan Pagel, City Clerk

Dated:

Adopted:

Drafted by: Christopher Klesmith

Return to: City Clerk

Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account Segment Title	Invoice GL Account	Invoice Amount
07/28/2025	13152	CITY OF STEVENS POINT	SHARE DUE TO UTILITIES FROM PAYMENT RECEIVED	PAYMENT F		100.48.19650.51	114,290.94
07/28/2025	13154	HAAS SONS INC	PROJ 25-101 PROG PAY #1	PROJ 25-101	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	142,228.02
07/10/2025	186221	WI DEPT OF TRANSPORTATION	WEST ZINDA BRIDGE	395-0004031	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8768	100,500.52
07/25/2025	186244	AECOM TECHNICAL SERVICES	PROFESSIONAL SVC NORTH SEG.	2001034165	BUSINESS 51 CONSTRUCTION	415.57.70850.8765	63,771.38
07/25/2025	186244	AECOM TECHNICAL SERVICES	SOUTH SEGMENT-BUSINESS 51	2001041601	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	50,844.70
07/25/2025	186268	HAAS SONS INC	PROJ 25-101 PROG PAY #2	PROJ 25-101	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	746,380.00
07/25/2025	186271	INTEGRITY GRADING & EXCAV	PROG PAY #10-2024 STREET IMPROV (NORTHSIDE) PRO	PROJ 24-01	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	335,975.94
07/25/2025	186282	MOTOROLA SOLUTIONS INC	RADIO CHANGE OVER	1187151207	CAPITAL OUTLAY - POLICE	401.57.70321.8253	467,500.00
Grand Totals:							<u>2,021,491.50</u>

Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account Segment Title	Invoice GL Account	Invoice Amount
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS-ASSR	MAY-JUNE 2	ASSESSOR	100.51.16530.2203	.96
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS-ATTORNEY	MAY-JUNE 2	CITY ATTORNEY	100.51.00300.2203	50.43
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS-BID	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.2203	45.12
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS-CLK	MAY-JUNE 2	CITY CLERKS OFFICE	100.51.12420.2203	1.12
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS-MEDIA	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.2203	20.71
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS-DPW	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.2203	395.59
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS-COMM DEV	MAY-JUNE 2	COMMUNITY DEVELOPMENT	100.52.18400.2203	156.29
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS- IT	MAY-JUNE 2	INFORMATION TECHNOLOGY	100.51.15540.2203	100.92
06/24/2025	709	U.S. BANK	TREAS-VERIZON-CELL PHONE CHGS-PRK	MAY-JUNE 2	PARKS DEPARTMENT	100.55.50200.2203	375.75
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-AIRPORT	MAY-JUNE 2		100.13910	51.59
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-PD	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.2203	265.14
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-FD	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.2203	106.78
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-EMS	MAY-JUNE 2	AMBULANCE	100.52.25300.2203	106.78
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-CITY	MAY-JUNE 2	MISC UNCLASSIFIED GENERAL	100.51.19850.2203	412.33
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-TRANSIT	MAY-JUNE 2		100.13901	88.38
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-SEWER	MAY-JUNE 2		100.13900	66.26
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-WATER	MAY-JUNE 2		100.13900	103.05
06/24/2025	709	U.S. BANK	TREAS-TDS-MNTHLY PHONE CHGS-MUNI COURT	MAY-JUNE 2	MUNICIPAL COURT	100.51.20010.2203	22.11
06/24/2025	709	U.S. BANK	TREAS-AMAZON-ELECTRIC STAPLER	MAY-JUNE 2	COMPTRROLLER-TREASURER	100.51.14520.3000	31.71
06/24/2025	709	U.S. BANK	CLERK-SCHWAAB INC-OFFICE DATE STAMPS (2)	MAY-JUNE 2	CITY CLERKS OFFICE	100.51.12420.3001	95.07
06/24/2025	709	U.S. BANK	CLERK-AMAZON.COM-NOTARY STAMP	MAY-JUNE 2	CITY CLERKS OFFICE	100.51.12420.3001	23.00
06/24/2025	709	U.S. BANK	CLERK-SPECTRUM INS-NOTARY BOND	MAY-JUNE 2	CITY CLERKS OFFICE	100.51.12420.3001	20.00
06/24/2025	709	U.S. BANK	CLERK-WI DFI-NOTARY APPLICATION	MAY-JUNE 2	CITY CLERKS OFFICE	100.51.12420.3001	20.00
06/24/2025	709	U.S. BANK	CLERK-AMAZON-NAMEPLATE HOLDERS	MAY-JUNE 2	COMMON COUNCIL	100.51.00100.5000	22.99
06/24/2025	709	U.S. BANK	STREETS-APWA -PWX REGISTRATION	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.5910	886.00
06/24/2025	709	U.S. BANK	STREETS-WALMART -FLEET CODE READER RENEWAL	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3000	1,699.00
06/24/2025	709	U.S. BANK	ENG-AMAZON-R13P FROM ACE-DEUCE	MAY-JUNE 2	MC DILL POND	100.53.30399.3501	97.14
06/24/2025	709	U.S. BANK	ENG-SMARTSIGN COVER-TAX CREDIT	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3000	9.76-
06/24/2025	709	U.S. BANK	ENG-AMAZON-PAPER TOWEL	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3000	30.39
06/24/2025	709	U.S. BANK	ENG-AMAZON-PLATES AND FORKS	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3000	55.37
06/24/2025	709	U.S. BANK	ENG-AMAZON-EXTERNAL HARD DRIVE & CASE	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3000	284.83
06/24/2025	709	U.S. BANK	ENG-AMAZON-STRING TRIMMER	MAY-JUNE 2	FLEET MAINTENANCE	100.53.30233.3501	167.96
06/24/2025	709	U.S. BANK	ENG-AMAZON-TRIMMER GUARD SHIELDS	MAY-JUNE 2	FLEET MAINTENANCE	100.53.30233.3501	42.06
06/24/2025	709	U.S. BANK	ENG-AMAZON-NOTE PADS AND POST-IT NOTES	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3000	45.17
06/24/2025	709	U.S. BANK	ENG-APWA - PWX-REGISTRATION FOR 2025	MAY-JUNE 2	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.5910	586.00
06/24/2025	709	U.S. BANK	STREETS-POWER + PARTS-GUARDS	MAY-JUNE 2	FLEET MAINTENANCE	100.53.30233.3501	55.19
06/24/2025	709	U.S. BANK	STREETS-MENARDS-BLEACH/CLEANER/ANT TRAPS	MAY-JUNE 2	DPW - ELIGIBLE	100.53.30397.3550	34.91
06/24/2025	709	U.S. BANK	STREETS-MENARDS-PROPANE CYLINDERS	MAY-JUNE 2	DPW - ELIGIBLE	100.53.30397.8700	16.08
06/24/2025	709	U.S. BANK	STREETS-FLEET FARM-SAFETY LATCH	MAY-JUNE 2	DPW - ELIGIBLE	100.53.30397.3501	11.98
06/24/2025	709	U.S. BANK	STREETS-MENARDS-TRASH BAGS/WISK BROOMS	MAY-JUNE 2	DPW - ELIGIBLE	100.53.30397.3550	33.52

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06/24/2025	709	U.S. BANK	MAYOR-AMAZON-TONER, RIBBON, GOLD SEALS	MAY-JUNE 2	MAYORS OFFICE	100.51.10410.3000	21.98
06/24/2025	709	U.S. BANK	MAYOR-AMAZON-H/R TONER	MAY-JUNE 2	HUMAN RESOURCES	100.51.10430.3000	54.14
06/24/2025	709	U.S. BANK	MAYOR - CLEAR WATER HARBOR - REIMBURSED	MAY-JUNE 2	HUMAN RESOURCES	100.51.10430.3000	53.28
06/24/2025	709	U.S. BANK	HR-SHRM-SHRM MEMBERSHIP	MAY-JUNE 2	HUMAN RESOURCES	100.51.10430.3202	299.00
06/24/2025	709	U.S. BANK	TREAS-GFOA-TREASURY MGT BEST PRACTICES	MAY-JUNE 2	COMPROLLER-TREASURER	100.51.14520.5910	350.00
06/24/2025	709	U.S. BANK	FIRE-AMAZON-SPARK PLUG FOR CHAINSAWS	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3651	13.99
06/24/2025	709	U.S. BANK	FIRE-YOUTUBE TV 4K PLUS -MAY	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.2212	2.50
06/24/2025	709	U.S. BANK	AMB-YOUTUBE TV 4K PLUS-MAY	MAY-JUNE 2	AMBULANCE	100.52.25300.2212	2.49
06/24/2025	709	U.S. BANK	CAP-LOWE'S-SUPPLIES FOR CLASSROOM WALL	MAY-JUNE 2	CAPITAL OUTLAY - FIRE	401.57.70220.8909	226.57
06/24/2025	709	U.S. BANK	CAP-LOWE'S-SUPPLIES FOR CLASSROOM WALL	MAY-JUNE 2	CAPITAL OUTLAY - FIRE	401.57.70220.8909	49.89
06/24/2025	709	U.S. BANK	FIRE-LOWE'S-PAINTING SUPPLY RETURNS	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	21.93-
06/24/2025	709	U.S. BANK	AMB-LOWE'S-PAINTING SUPPLY RETURNS	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	21.93-
06/24/2025	709	U.S. BANK	FIRE-MPIX-PICTURES FOR CLASSROOM	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3001	353.55
06/24/2025	709	U.S. BANK	AMB-MPIX-PICTURES FOR CLASSROOM	MAY-JUNE 2	AMBULANCE	100.52.25300.3001	353.54
06/24/2025	709	U.S. BANK	FIRE-MPIX-PICTURE FOR CLASSROOM	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3001	38.25
06/24/2025	709	U.S. BANK	AMB-MPIX-PICTURE FOR CLASSROOM	MAY-JUNE 2	AMBULANCE	100.52.25300.3001	38.24
06/24/2025	709	U.S. BANK	FIRE-YOUTUBE TV-APRIL	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.2212	41.50
06/24/2025	709	U.S. BANK	AMB-YOUTUBE TV-APRIL	MAY-JUNE 2	AMBULANCE	100.52.25300.2212	41.49
06/24/2025	709	U.S. BANK	FIRE-FIRST NET-CELL SERVICE MAY	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.2203	575.19
06/24/2025	709	U.S. BANK	AMB-FIRST NET-CELL SERVICE MAY	MAY-JUNE 2	AMBULANCE	100.52.25300.2203	347.34
06/24/2025	709	U.S. BANK	FIRE-STAPLES-10 PK USB DRIVES	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.5000	39.99
06/24/2025	709	U.S. BANK	FIRE-AMAZON-HOSE	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	21.97
06/24/2025	709	U.S. BANK	AMB-AMAZON-HOSE	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	21.98
06/24/2025	709	U.S. BANK	FIRE-AMAZON-LEGAL PADS	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3001	13.79
06/24/2025	709	U.S. BANK	AMB-AMAZON-LEGAL PADS	MAY-JUNE 2	AMBULANCE	100.52.25300.3001	13.78
06/24/2025	709	U.S. BANK	FIRE-SHERWIN WILLIAMS-PAINT FOR STA 2 SIGN	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	16.43
06/24/2025	709	U.S. BANK	AMB-SHERWIN WILLIAMS-PAINT FOR STA 2 SIGN	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	16.43
06/24/2025	709	U.S. BANK	FIRE-LOWE'S-PAINTING SUPPLIES	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	15.36
06/24/2025	709	U.S. BANK	AMB-LOWE'S-PAINTING SUPPLIES	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	15.36
06/24/2025	709	U.S. BANK	FIRE-SHERWIN WILLIAMS-PAINT FOR STA 2 SIGN	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	51.96
06/24/2025	709	U.S. BANK	AMB-SHERWIN WILLIAMS-PAINT FOR STA 2 SIGN	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	51.96
06/24/2025	709	U.S. BANK	FIRE-FLEET FARM-FLOWERS FOR STA 2	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	29.97
06/24/2025	709	U.S. BANK	AMB-FLEET FARM-FLOWERS FOR STA 2	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	29.97
06/24/2025	709	U.S. BANK	FIRE-AMAZON-FEMININE DISPOSAL BAGS	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	32.54
06/24/2025	709	U.S. BANK	AMB-AMAZON-FEMININE DISPOSAL BAGS	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	23.99
06/24/2025	709	U.S. BANK	FIRE-SHERWIN WILLIAMS-TAX REFUND	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	.85-
06/24/2025	709	U.S. BANK	AMB-SHERWIN WILLIAMS-TAX REFUND	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	.86-
06/24/2025	709	U.S. BANK	FIRE-SHERWIN WILLIAMS-TAX REFUND	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3550	2.71-
06/24/2025	709	U.S. BANK	AMB-SHERWIN WILLIAMS-TAX REFUND	MAY-JUNE 2	AMBULANCE	100.52.25300.3550	2.71-
06/24/2025	709	U.S. BANK	FIRE-AMAZON-TONER CARTRIDGES	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.3001	365.66

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06/24/2025	709	U.S. BANK	EM-KWIK TRIP-GAS FOR CAR 6	MAY-JUNE 2	EMERGENCY MANAGEMENT	100.52.20090.5000	48.56
06/24/2025	709	U.S. BANK	FIRE-JIMMY JOHNS-INTERVIEW LUNCH	MAY-JUNE 2	FIRE DEPARTMENT	100.52.25270.5000	54.00
06/24/2025	709	U.S. BANK	BID-DIGICOPY-NOTES AT NIGHT POSTERS	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	16.25
06/24/2025	709	U.S. BANK	BID-CWCM-JEM GRANT CENTRAL WI CHILDREN'S MUSE	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.7910	750.00
06/24/2025	709	U.S. BANK	BID-IRONWORKS HOTEL-HOTEL STAY - WDAC CONFERE	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5910	338.24
06/24/2025	709	U.S. BANK	BID-DIGICOPY-MAKE MUSIC DAY POSTERS	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	6.96
06/24/2025	709	U.S. BANK	BID-WALMART-OFFICE SUPPLIES	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.3001	29.69
06/24/2025	709	U.S. BANK	BID-DIGICOPY-MAKE MUSIC FLYERS	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	16.70
06/24/2025	709	U.S. BANK	BID-DIGICOPY-MAKE MUSIC DAY FLYERS	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	14.70
06/24/2025	709	U.S. BANK	BID-USPS-CERTIFIED MAIL BUSINESS PARK LETTERS M	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	256.56.00700.5000	429.12
06/24/2025	709	U.S. BANK	BID-WALMART-OFFICE SUPPLIES	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.3001	17.59
06/24/2025	709	U.S. BANK	BID-WALMART-OFFICE SUPPLIES	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.3001	14.97
06/24/2025	709	U.S. BANK	COM DEV-WAAO- VIRTUAL SEMINAR	MAY-JUNE 2	ASSESSOR	100.51.16530.5910	30.75
06/24/2025	709	U.S. BANK	COM DEV-AMAZON-4 CHALKBOARDS	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	239.56
06/24/2025	709	U.S. BANK	COM DEV-AMAZON-30 PACK CHALK MARKERS	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	23.74
06/24/2025	709	U.S. BANK	COM DEV-AMAZON-PROJECTOR STAND	MAY-JUNE 2	COMMUNITY DEVELOPMENT	100.52.18400.3000	46.97
06/24/2025	709	U.S. BANK	COM DEV-AMAZON-VINYL BANNER, NOTES AT NIGHT	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	69.99
06/24/2025	709	U.S. BANK	COM DEV-AMAZON-PROJECTOR SCREEN	MAY-JUNE 2	COMMUNITY DEVELOPMENT	100.52.18400.3000	59.35
06/24/2025	709	U.S. BANK	COM DEV-AMAZON-YARD SIGNS	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	161.04
06/24/2025	709	U.S. BANK	COM DEV-EMY J'S-REGIONAL MEETING	MAY-JUNE 2	COMMUNITY DEVELOPMENT	100.52.18400.3000	31.18
06/24/2025	709	U.S. BANK	COM DEV- BUBBLE MACHINE - NOTES AT NIGHT	MAY-JUNE 2	MISCELLANEOUS EXPENSES	258.55.19850.5000	20.98
06/24/2025	709	U.S. BANK	COM DEV-AMAZON-1000 PACK COLORED BALLS	MAY-JUNE 2	MISCELLANEOUS EXPENSES	258.55.19850.5002	86.99
06/24/2025	709	U.S. BANK	COM DEV-SURVEY MONKEY - ADVANTAGE ANNUAL PLA	MAY-JUNE 2	COMMUNITY DEVELOPMENT	100.52.18400.3000	468.00
06/24/2025	709	U.S. BANK	COM DEV-SURVEY MONKEY-ADVANTAGE ANNUAL PLAN	MAY-JUNE 2	COMMUNITY DEVELOPMENT	100.52.18400.3000	468.00
06/24/2025	709	U.S. BANK	COM DEV-AMAZON-BAGSMART LAPTOP BAGS	MAY-JUNE 2	COMMUNITY DEVELOPMENT	100.52.18400.3000	25.72
06/24/2025	709	U.S. BANK	COM DEV-MAILCHIMP- MONTHLY SUBSCRIPTION	MAY-JUNE 2	COMMUNITY DEVELOPMENT	100.52.18400.3000	32.51
06/24/2025	709	U.S. BANK	COM DEV-NCH SOFTWARE-SOFTWARE LICENSE TRANS	MAY-JUNE 2	ASSESSOR	100.51.16530.3000	41.05
06/24/2025	709	U.S. BANK	COM DEV-AMAZON- CHALKBOARD	MAY-JUNE 2	BUSINESS IMPROV DISTRICT	254.56.00700.5006	59.21
06/24/2025	709	U.S. BANK	ATTORNEY - ABBEY RESORT-HOTEL FOR CONFERENCE	MAY-JUNE 2	CITY ATTORNEY	100.51.00300.5910	184.47
06/24/2025	709	U.S. BANK	PARKS-FLEET FARM-KEY LOCK BOX	MAY-JUNE 2	PARKS DEPARTMENT	100.55.50200.5853	30.99
06/24/2025	709	U.S. BANK	PARKS-USPS-SCOREBARD CONTROLLER SHIPPING	MAY-JUNE 2	PARKS DEPARTMENT	100.55.50200.5853	16.00
06/24/2025	709	U.S. BANK	PARKS-FLEET FARM-ALGAECIDE, PAINT	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3550	109.89
06/24/2025	709	U.S. BANK	PARKS-METRO MARKET-RAMEN	MAY-JUNE 2	ARENA CONCESSIONS	249.55.50451.3001	7.08
06/24/2025	709	U.S. BANK	PARKS-RECREATUIB SUPPLY CO-TEST REAGENTS, STA	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3756	658.28
06/24/2025	709	U.S. BANK	PARKS-KWIK TRIP-BUNS	MAY-JUNE 2	ARENA CONCESSIONS	249.55.50451.3001	7.16
06/24/2025	709	U.S. BANK	PARKS-KWIK TRIP-BUNS	MAY-JUNE 2	ARENA CONCESSIONS	249.55.50451.3001	7.16
06/24/2025	709	U.S. BANK	PARKS-THE WEBSTAUANT-THERMAL SWITCH	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3550	67.34
06/24/2025	709	U.S. BANK	PARKS-HYATT REGENCY-CREDIT ON TAX	MAY-JUNE 2	WILLETT ICE ARENA	249.55.50450.5910	301.05-
06/24/2025	709	U.S. BANK	PARKS-AMAZON-PAPER TOWELS	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3551	86.55
06/24/2025	709	U.S. BANK	PARKS-HYATT REGENCY-HOTEL STAY	MAY-JUNE 2	WILLETT ICE ARENA	249.55.50450.5910	271.07

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06/24/2025	709	U.S. BANK	PARKS-AMAZON-THERMAL SWITCH	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3550	8.43
06/24/2025	709	U.S. BANK	PARKS-METRO MARKET-SWIM DIAPERS	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3001	11.79
06/24/2025	709	U.S. BANK	PARKS-AMAZON-BAIT STATIONS	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3551	73.99
06/24/2025	709	U.S. BANK	PARKS-AMAZON-POOL STABILIZER	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3551	179.99
06/24/2025	709	U.S. BANK	PARKS-STAMP CONNECTION-RIVERFRONT	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.5000	39.85
06/24/2025	709	U.S. BANK	PARKS-GRANZOW INC-IRRIGATION VALVES	MAY-JUNE 2	GENERAL RECREATION	100.55.50490.5856	685.53
06/24/2025	709	U.S. BANK	PARKS-AMAZON-RR BUCKS PAPER	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.5000	21.99
06/24/2025	709	U.S. BANK	PARKS-AMAZON-VACUUM BAGS	MAY-JUNE 2	GENERAL RECREATION	100.55.50490.3551	47.96
06/24/2025	709	U.S. BANK	PARKS-AMAZON-HDMI CABLE	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.3000	8.99
06/24/2025	709	U.S. BANK	PARKS-FLEET FARM-AXE AND NETS	MAY-JUNE 2	FORESTRY DEPARTMENT	100.56.50100.3758	100.55
06/24/2025	709	U.S. BANK	PARKS-TENNIS COURT SUPPLY-TY WRAPS	MAY-JUNE 2	PARKS DEPARTMENT	100.55.50200.5852	173.21
06/24/2025	709	U.S. BANK	PARKS-WHEN I WORK-ELECTRONIC PAYROLL	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.5000	220.00
06/24/2025	709	U.S. BANK	PARKS-AMAZON-""COPY"" STAMP FOR BILLING	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.3000	9.58
06/24/2025	709	U.S. BANK	PARKS-AMAZON-BAIT STATIONS	MAY-JUNE 2	SWIMMING POOL EXP	100.55.50421.3551	21.01
06/24/2025	709	U.S. BANK	PARKS-WALMART-RAC CLEANING SUPPLIES	MAY-JUNE 2	ARTS CENTER	251.55.00375.3550	55.77
06/24/2025	709	U.S. BANK	PARKS-FLEET FARM-FERTILIZER	MAY-JUNE 2	FORESTRY DEPARTMENT	100.56.50100.3758	145.94
06/24/2025	709	U.S. BANK	PARKS-AMAZON-PAPER PLATES, FORKS, BUSINESS CA	MAY-JUNE 2	ARTS CENTER	251.55.00375.5856	94.38
06/24/2025	709	U.S. BANK	PARKS-AMAZON-LAMINATION SHEETS	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.3000	19.99
06/24/2025	709	U.S. BANK	PARKS-HOME DEPOT-WATER SPIGOT KEYS	MAY-JUNE 2	FORESTRY DEPARTMENT	100.56.50100.3758	7.26
06/24/2025	709	U.S. BANK	PARKS-NEVCO SPORTS-SCOREBOARD CONTROLLER R	MAY-JUNE 2	PARKS DEPARTMENT	100.55.50200.5853	454.76
06/24/2025	709	U.S. BANK	PARKS-WALMART -RUBBING ALCOHOL	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.3000	3.98
06/24/2025	709	U.S. BANK	PARKS-AMAZON-HOSE FOR RAC	MAY-JUNE 2	ARTS CENTER	251.55.00375.3550	22.88
06/24/2025	709	U.S. BANK	PARKS-ZOOM- SUBSCRIPTION	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.5000	159.90
06/24/2025	709	U.S. BANK	PARKS-AMAZON-ZIPOCS AND BINDER CLIPS	MAY-JUNE 2	PARK/REC ADMINISTRATION	100.55.50300.3000	8.70
06/24/2025	709	U.S. BANK	POLICE-CENEX - GAS FOR K9 TRAINING	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3401	40.30
06/24/2025	709	U.S. BANK	POLICE-ALL PAWS PET WASH- PET WASH CLUB	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5710	20.00
06/24/2025	709	U.S. BANK	POLICE-PALOLMINE LINES-BIOTHANE ROPE LINE	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5710	88.00
06/24/2025	709	U.S. BANK	POLICE-NATIONAL TACTICAL OFF-MEMBERSHIP	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3202	50.00
06/24/2025	709	U.S. BANK	POLICE-NATW-""NATIONAL NIGHT OUT"" T-SHIRTS	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3450	338.50
06/24/2025	709	U.S. BANK	POLICE-USPO-POSTAGE FOR OWI BLOOD KITS	MAY-JUNE 2	OTHER GENERAL GOVERNMENT	100.51.19900.3006	17.55
06/24/2025	709	U.S. BANK	POLICE-USPO-POSTAGE FOR OWI BLOOD KITS	MAY-JUNE 2	OTHER GENERAL GOVERNMENT	100.51.19900.3006	6.10
06/24/2025	709	U.S. BANK	POLICE-USPO-POSTAGE FOR OWI BLOOD KITS	MAY-JUNE 2	OTHER GENERAL GOVERNMENT	100.51.19900.3006	6.10
06/24/2025	709	U.S. BANK	POLICE-USPO-POSTAGE FOR OWI BLOOD KITS	MAY-JUNE 2	OTHER GENERAL GOVERNMENT	100.51.19900.3006	6.10
06/24/2025	709	U.S. BANK	POLICE-USPO-POSTAGE FOR OWI BLOOD KITS	MAY-JUNE 2	OTHER GENERAL GOVERNMENT	100.51.19900.3006	12.20
06/24/2025	709	U.S. BANK	POLICE-KWIK TRIP-CAR WASH CARD	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3508	60.00
06/24/2025	709	U.S. BANK	POLICE-BATTERIES PLUS-LITHIUM BATTERIES	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3510	45.00
06/24/2025	709	U.S. BANK	POLICE-USPO-POSTAGE FOR OWI BLOOD KITS	MAY-JUNE 2	OTHER GENERAL GOVERNMENT	100.51.19900.3006	6.10
06/24/2025	709	U.S. BANK	POLICE-USPO-POSTAGE FOR OWI BLOOD KITS	MAY-JUNE 2	OTHER GENERAL GOVERNMENT	100.51.19900.3006	6.10
06/24/2025	709	U.S. BANK	POLICE-KWIK TRIP-CREDIT DUE TO SALES TAX	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5710	48.51-
06/24/2025	709	U.S. BANK	POLICE-FIREHOUSE TECHNOLOGY-DRONE LIGHTING S	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5000	179.00

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06/24/2025	709	U.S. BANK	POLICE-GDIT FAA-DRONE REGISTRATION	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3202	5.00
06/24/2025	709	U.S. BANK	POLICE-KWIK TRIP-GAS FOR K9 FUNDRAISER	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5710	48.51
06/24/2025	709	U.S. BANK	POLICE-KWIK TRIP-GAS FOR K9 FUNDRAISER	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5710	47.24
06/24/2025	709	U.S. BANK	POLICE-LOWES-FERNS FOR OUTDOOR PLANTERS	MAY-JUNE 2	POLICE FACILITY	100.52.20105.3550	95.32
06/24/2025	709	U.S. BANK	POLICE-AMAZON-LYSOL WIPES, BANDAGES, OINTMENT	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	67.13
06/24/2025	709	U.S. BANK	POLICE-FOX VALLEY TECH-SRO SUMMER CONFERENC	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5907	325.00
06/24/2025	709	U.S. BANK	POLICE-NBS-FVT FOX VALLEY TECH-SRO SUMMER CON	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5907	9.26
06/24/2025	709	U.S. BANK	POLICE-CVENT- WICNA SPRING CONFERENCE	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5907	75.00
06/24/2025	709	U.S. BANK	POLICE-THE COMPANION SHOP-DOG FOOD AND TREAT	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5710	84.98
06/24/2025	709	U.S. BANK	POLICE-SQ *PAWSITIVELY UNLEASH-TRAINING SESSION	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5710	375.00
06/24/2025	709	U.S. BANK	POLICE-CITY OF APPLETON -PARKING FEE	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3300	15.00
06/24/2025	709	U.S. BANK	POLICE-HILTON APPLETON-TRAINING	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5907	196.00
06/24/2025	709	U.S. BANK	POLICE-HILTON APPLETON- LODGING FOR TRAINING	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5907	238.00
06/24/2025	709	U.S. BANK	POLICE-AMAZON-HARD DRIVE TRAVEL CASE	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3003	15.99
06/24/2025	709	U.S. BANK	POLICE-DETECHTACHEM INC-CBD/THC TEST POUCHES	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3003	623.73
06/24/2025	709	U.S. BANK	POLICE-AMAZON-EXTERNAL HARD DRIVES	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3003	449.97
06/24/2025	709	U.S. BANK	POLICE-RECONYX-CAMERA ACCESS/SUBSCRIPTION	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3003	10.00
06/24/2025	709	U.S. BANK	POLICE-AMAZON-50 PACK DVDS/CDS	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	28.63
06/24/2025	709	U.S. BANK	POLICE-BP-GAS FOR TRAINING/CONFERENCE	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3401	23.13
06/24/2025	709	U.S. BANK	POLICE-DOT DMV WIN TVRP EPAY-AUTO PAYMENTS	MAY-JUNE 2	TRANSPORTATION/PUBLIC SAFETY	615.52.20100.5621	122.40
06/24/2025	709	U.S. BANK	POLICE-EB 2025 FLEX MIDWEST-REGISTRATION	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5907	108.55
06/24/2025	709	U.S. BANK	POLICE-LEAGUE OF WISCONSIN MUN-PFC BOOKLET	MAY-JUNE 2	POLICE & FIRE COMMISSION	100.51.21110.5000	100.00
06/24/2025	709	U.S. BANK	POLICE-AMAZON-LEATHER PADFOLIO/ORGANIZER	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	23.74
06/24/2025	709	U.S. BANK	POLICE-AMAZON-TONER CARTRIDGES	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	209.58
06/24/2025	709	U.S. BANK	POLICE-AMAZON-RETURN - CAKE KNIFE SET	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	18.50-
06/24/2025	709	U.S. BANK	POLICE-AMAZON-TONER CARTRIDGES	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	810.02
06/24/2025	709	U.S. BANK	POLICE-DIGI COPY-LAMINATED CITY MAP	MAY-JUNE 2	POLICE FACILITY	100.52.20105.3550	39.00
06/24/2025	709	U.S. BANK	POLICE-AMAZON-PLASTIC CUPS, STRAWS, DAMPRID BU	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	42.72
06/24/2025	709	U.S. BANK	POLICE-FOX VALLEY TECH-SRO SUMMER CONFERENC	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5907	325.00
06/24/2025	709	U.S. BANK	POLICE-NBS-FVT FOX VALLEY TECH-SRO SUMMER CON	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.5907	9.26
06/24/2025	709	U.S. BANK	POLICE-AMAZON-METAL DETECTOR	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3510	639.92
06/24/2025	709	U.S. BANK	POLICE-AMAZON-IPHONE SCREEN PROTECTORS	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	59.29
06/24/2025	709	U.S. BANK	POLICE-METRO MARKET-BOTTLED WATER	MAY-JUNE 2	POLICE DEPARTMENT	100.52.20100.3001	13.47
06/24/2025	709	U.S. BANK	IT-AMAZON-MONITOR STANDS	MAY-JUNE 2	INFORMATION TECHNOLOGY	100.51.15540.2906	105.71
06/24/2025	709	U.S. BANK	IT-AMAZON-UPS FOR PARKS	MAY-JUNE 2	INFORMATION TECHNOLOGY	100.51.15540.2800	294.95
06/24/2025	709	U.S. BANK	MEDIA-BACKBLAZE-ONLINE BACKUP SERVICE	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3200	37.98
06/24/2025	709	U.S. BANK	MEDIA-ADOBE-CREATIVE CLOUD SUBSCRIPTION	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3200	59.99
06/24/2025	709	U.S. BANK	MEDIA-FACEBOOK-BOOSTED POST	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	19.96
06/24/2025	709	U.S. BANK	MEDIA-ADOBE-STOCK PHOTOS SUBSCRIPTION	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3200	29.99
06/24/2025	709	U.S. BANK	MEDIA-SECURENET SYSTEMS-STATION STREAMING	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	59.00

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06/24/2025	709	U.S. BANK	MEDIA-AMAZON-PARADE DECORATIONS	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3015	25.98
06/24/2025	709	U.S. BANK	MEDIA-ACCESSIBE-WEBSITE ACCESSIBILITY WIDGET	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3200	1,490.00
06/24/2025	709	U.S. BANK	MEDIA-BLACKMAGIC DESIGN-VIDEO EDITING SOFTWARE	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3200	295.00
06/24/2025	709	U.S. BANK	MEDIA-ADOBE-STOCK PHOTOS SUBSCRIPTION #2	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3200	29.99
06/24/2025	709	U.S. BANK	MEDIA-AMAZON-PARADE DECORATIONS	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3015	15.99
06/24/2025	709	U.S. BANK	MEDIA-ADOBE-CREATIVE CLOUD SUBSCRIPTION	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3200	59.99
06/24/2025	709	U.S. BANK	MEDIA-AMAZON- PARADE DECORATIONS	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3015	220.30
06/24/2025	709	U.S. BANK	MEDIA-AMAZON-HEADPHONES	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3757	144.53
06/24/2025	709	U.S. BANK	MEDIA-REMOTEPCC-REMOTE PC CONTROL SERVICE	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3200	99.50
06/24/2025	709	U.S. BANK	MEDIA-AMAZON-TAPE AND CORD WRAPS	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.3000	16.69
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	11.49
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	6.93
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	7.01
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	6.15
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	9.49
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	5.25
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	59.00
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	7.23
06/24/2025	709	U.S. BANK	MEDIA-AMAZON DIGITAL-STATION MUSIC	MAY-JUNE 2	COMMUNITY MEDIA	232.55.50600.5710	2.58
07/03/2025	710	COOPER OIL INC	BULK DIESEL AND GAS	285694		100.16100	21,689.36
07/11/2025	711	COOPER OIL INC	BULK DIESEL AND GAS	285715		100.16100	22,478.76
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	DPW - INELIGIBLE	100.53.30398.2202	1,253.18
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	DPW - ELIGIBLE	100.53.30397.2202	32,672.53
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	DPW - ELIGIBLE	100.53.30397.2209	2,183.96
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	SWIMMING POOL EXP	100.55.50421.2200	6,195.05
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	GENERAL RECREATION	100.55.50490.2200	7,095.48
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	WILLETT ICE ARENA	249.55.50450.2200	3,403.23
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	FIRE DEPARTMENT	100.52.25270.2200	1,230.47
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	AMBULANCE	100.52.25300.2200	1,230.46
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	ARTS CENTER	251.55.00375.2200	103.17
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	MUSEUM GENERAL EXP	241.51.00750.2204	158.86
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	POLICE FACILITY	100.52.20105.2200	4,917.16
07/22/2025	712	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC CHARGES - JUNE 2025	5538771334	1466 WATER ST	410.56.00650.2200	272.69
07/24/2025	713	COOPER OIL INC	BULK DIESEL AND GAS	285852		100.16100	23,080.16
07/01/2025	13094	CANDLEWOOD PROPERTY MG	RENTAL ASSISTANCE-LEONARD EIDEN- JULY 2025	JULY 2025	EDGEWATER FUND	247.56.00600.5335	130.00
07/01/2025	13094	CANDLEWOOD PROPERTY MG	RENTAL ASSISTANCE-DONALD YOUNG-JULY 2025	JULY 2025	EDGEWATER FUND	247.56.00600.5335	130.00
07/01/2025	13095	GENCAP STEVENS POINT 88 LL	RELOCATION ASSISTANCE- JULY 2025	JULY 2025	EDGEWATER FUND	247.56.00600.5335	890.00
07/01/2025	13095	GENCAP STEVENS POINT 88 LL	RELOCATION ASSISTANCE- CORRECTION FROM PREVI	JULY 2025	EDGEWATER FUND	247.56.00600.5335	140.00
07/02/2025	13096	ALLIANT INSURANCE SERVICE	EVENT INSURANCE - NOTES @ NIGHT	3123034	MISCELLANEOUS EXPENSES	258.55.19850.5000	692.00
07/02/2025	13096	ALLIANT INSURANCE SERVICE	EVENT INSURANCE - MAKE MUSIC	3123040	MISCELLANEOUS EXPENSES	258.55.19850.5001	329.00

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07/02/2025	13097	PORTAGE COUNTY TREASURE	IGNITION INTERLOCK DEVICE SURCHARGE	JUNE 2025		100.24540	200.00
07/02/2025	13097	PORTAGE COUNTY TREASURE	JAIL SURCHARGE	JUNE 2025		100.24540	1,577.71
07/02/2025	13097	PORTAGE COUNTY TREASURE	DRIVER IMPROVEMENT SURCHARGES	JUNE 2025		100.24540	1,254.45
07/02/2025	13098	STATE OF WI COURT FINES & S	MUNI COURT	JUNE 2025		100.24530	780.00
07/02/2025	13098	STATE OF WI COURT FINES & S	PENALTY SURCHARGE	JUNE 2025		100.24530	3,060.60
07/02/2025	13098	STATE OF WI COURT FINES & S	DRIVER IMPROV SURCHARGE	JUNE 2025		100.24530	1,155.80
07/02/2025	13098	STATE OF WI COURT FINES & S	CRIME LAB & DRUG ENF SURCHARGE	JUNE 2025		100.24530	2,030.88
07/02/2025	13098	STATE OF WI COURT FINES & S	SAFE RIDE PROGRAM	JUNE 2025		100.24530	338.00
07/02/2025	13099	STRASMAN, STEVE	NOTES AT NIGHT - JULY 23, 2025	DATED 7/2/2	MISCELLANEOUS EXPENSES	258.55.19850.5000	150.00
07/02/2025	13100	VILLAGE OF PLOVER	MUNI COURT FINES	JUNE 2025		100.24520	3,704.48
07/02/2025	13100	VILLAGE OF PLOVER	BLOOD DRAWS	JUNE 2025		100.24520	40.00
07/08/2025	13101	BUSHMAN, WAYNE	RESTITUTION PAYMENT - TERRY, ETHAN PRT PAY	DATED 7/2/2		100.45.20012.51	100.00
07/08/2025	13102	BUTT, ERIK L	RESTITUTION PAYMENT - MALLIET, JON - C24-05931	DATED 7/2/2		100.45.20012.51	785.54
07/08/2025	13103	FLEET FARM	RESTITUTION FROM CHARLES HAVLOVICK C20-5846-PA	DATED 7/2/2		100.45.20012.51	250.88
07/10/2025	13104	ACME AUTO LLC	BUISNESS 51 SOUTH SEGMENT REAL ESTATE	PARCEL 7	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	2,250.00
07/10/2025	13105	OLSEN, RALPH	BUSINESS 51 SOUTH SEGMENT REAL ESTATE	PARCEL 23	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	1,850.00
07/10/2025	13106	ROBERT L LABLANC AND SHAR	BUSINESS 51 SOUTH SEGMENT REAL ESTATE	PARCEL 12	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	6,256.92
07/10/2025	13107	RUSSELL J DANIELSON	BUSINESS 51 SOUTH SEGMENT REAL ESTATE	PARCEL 8	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	4,453.78
07/10/2025	13108	TUBBS, JUSTIN	BUSINESS 51 SOUTH SEGMENT REAL ESTATE	PARCEL 27	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	1,250.00
07/10/2025	13109	WISCONSIN LOCAL GOVT CLIM	PSC GRANT CONSULTANT	0003	OTHER GENERAL GOVERNMENT	100.51.19900.5023	17,917.98
07/10/2025	13110	ADAMS COUNTY SHERIFFS OF	DRUG TASK FORCE-2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	114.06
07/10/2025	13111	JUNEAU COUNTY	DRUG TASK FORCE - 2ND QTR BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	149.51
07/10/2025	13112	MARQUETTE COUNTY SHERIF	DRUG TASK FORCE-2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	1,264.16
07/10/2025	13113	MARSHFIELD POLICE DEPART	DRUG TASK FORCE-2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	2,094.59
07/10/2025	13114	PLOVER POLICE DEPARTMENT	DRUG TASK FORCE-2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	1,607.84
07/10/2025	13115	PORTAGE COUNTY SHERIFF'S	DRUG TASK FORCE-2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	2,084.94
07/10/2025	13116	WAUPACA COUNTY SHERIFFS	DRUG TASK FORCE-2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	538.75
07/10/2025	13117	WAUPACA POLICE DEPARTME	DRUG TASK FORCE- 2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	90.30
07/10/2025	13118	WAUSHARA COUNTY SHERIFF	DRUG TASK FORCE-2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	768.49
07/10/2025	13119	WISCONSIN RAPIDS POLICE D	DRUG TASK FORCE-2ND QTR-BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	769.56
07/10/2025	13120	WOOD COUNTY SHERIFF'S DE	DRUG TASK FORCE - 2ND QTR - BRYNE JAG	2ND QTR 20	BRYNE JAG GRANT EXP	228.52.20130.5962	359.47
07/11/2025	13121	STEVENS POINT PUBLIC SCHO	SHARE OF MOBILE HOME-JUNE 2025	JUNE 2025		100.24500	1,515.41
07/11/2025	13122	WALMART RESTITUTION RECO	RESTITUTION-DEANNA WILLIAMS P25-00504 -PARTIAL P	DATED 7/8/2		100.45.20012.51	36.94
07/11/2025	13123	WI DEPT OF REVENUE	PYMT REC'D- HAEHNLEIN, JACOB - AIN 8998	DATED 7/10/		100.45.20012.51	50.00
07/11/2025	13123	WI DEPT OF REVENUE	PYMT REC'D- HINTZ, TERRILL - AIN#7668	DATED 7/10/		100.45.20012.51	50.00
07/11/2025	13123	WI DEPT OF REVENUE	PYMT REC'D- GLODOWSKI, AUSTIN AIN#8566	DATED 7/10/		100.45.20012.51	100.00
07/11/2025	13124	FAMILY VIDEO MOVIE CLUB IN	BUSINESS 51 NORTH SEGMENT REAL ESTATE	PARCEL 30	BUSINESS 51 CONSTRUCTION	415.57.70850.8765	1,450.00
07/11/2025	13125	ONGIES RENTAL PROPERTY	BUSINESS 51 NORTH SEGMENT REAL ESTATE	PARCEL 15	BUSINESS 51 CONSTRUCTION	415.57.70850.8765	1,200.00
07/11/2025	13126	SMITH, ANTHONY J	BUSINESS 51 NORTH SEGMENT REAL ESTATE	PARCEL 5	BUSINESS 51 CONSTRUCTION	415.57.70850.8765	1,050.00
07/14/2025	13127	CITIES & VILLAGES MUTUAL IN	TPA QUARTERLY PAYMENT	381	ADMINISTRATION	651.51.00850.5106	3,950.00

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07/15/2025	13128	BROWN EQUIPMENT COMPAN	CREDIT	2105131B	DPW - ELIGIBLE	100.53.30397.3501	160.47-
07/15/2025	13128	BROWN EQUIPMENT COMPAN	HOPPER SWITCH ASSY	34186		100.16100	476.07
07/16/2025	13129	WI DEPT OF TRANSPORTATION	LICENSE PLATE APPLICATION - 409S	DATED 7/16/	DPW - ELIGIBLE	100.53.30397.3501	5.00
07/16/2025	13130	ROYER	REPLACE CHECK 185915 - SCREEN	32546B	DPW - ELIGIBLE	100.53.30397.3501	940.00
07/18/2025	13131	BUSHMAN, WAYNE	RESTITUTION PAYMENT - ANDREW PELZEK DUDA PRT P	DATED 7/16/		100.45.20012.51	50.00
07/18/2025	13132	HILGERS, DEBORAH	REFUND - OVER PAYMENT FROM TWO MONEY ORDERS	DATED 7/16/		100.45.20012.51	11.20
07/18/2025	13133	WALMART RESTITUTION RECO	RESTITUTION-WILLIAMS, DEBRA P25-00504 - PD IN FULL	DATED 7/15/		100.45.20012.51	36.94
07/18/2025	13134	WI DEPT OF REVENUE	PYMT REC'D- HAEHNLEIN, JACOB - AIN 8998	DATED 7/17/		100.45.20012.51	48.00
07/18/2025	13134	WI DEPT OF REVENUE	PYMT REC'D- CLEVELAND, JEFFREY AID 7335	DATED 7/17/		100.45.20012.51	50.00
07/18/2025	13134	WI DEPT OF REVENUE	PYMT REC'D- KOWALSK, KEITH AIN 6931	DATED 7/17/		100.45.20012.51	150.00
07/18/2025	13134	WI DEPT OF REVENUE	PYMT REC'D- OAKS, BRITTANY AIN #7848	DATED 7/17/		100.45.20012.51	100.00
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.1670	248.97
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	AMBULANCE	100.52.25300.1670	165.98
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	CAPITAL OUTLAY - FIRE	401.57.70220.8501	63.95
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.1670	139.62
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	AMBULANCE	100.52.25300.1670	93.08
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.1670	252.39
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	AMBULANCE	100.52.25300.1670	168.26
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.5911	30.44
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	AMBULANCE	100.52.25300.5911	30.43
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.5911	300.00
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	AMBULANCE	100.52.25300.5911	300.00
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.5911	628.00
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	AMBULANCE	100.52.25300.5911	628.00
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.5911	7.50
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	AMBULANCE	100.52.25300.5911	7.50
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.3652	18.03
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	FIRE DEPARTMENT	100.52.25270.5911	60.00
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C	AMBULANCE	100.52.25300.5911	60.00
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C		100.46.25220.52	320.22
07/21/2025	13135	KESSENICH, SAMANTHA	REFUND OF PAYMENT	JULY 10TH C		100.48.19140.51	51.88
07/22/2025	13136	PORTAGE CTY REGISTER OF D	RECORD AMENDMENT ANNEXATION - TORUN ROAD	JULY 21, 202	OTHER GENERAL GOVERNMENT	100.51.19900.5151	30.00
07/22/2025	13137	BENRUNFTB LLC	BUSINESS 51 NORTH SEGMENT REAL ESTATE	PARCEL 20	BUSINESS 51 CONSTRUCTION	415.57.70850.8765	4,200.00
07/22/2025	13138	M R M OF PORTAGE COUNTY L	BUSINESS 51 SOUTH SEGMENT REAL ESTATE	PARCEL # 6	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	2,250.00
07/22/2025	13139	WISCONSIN PUBLIC SERVICE	BADGER AVE PROJECT	PROJECT 34	GENERAL CONSTRUCTION CHARGES	419.57.00841.8700	26,294.12
07/22/2025	13140	TAITT, SYDNEY	NHN REIMBURSEMENT - GL-2024-017	DATED 7/22/	REDEVELOPMENT PROGRAMS	208.56.00615.7600	5,000.00
07/24/2025	13141	ENGELBRIGHT, GARTH	AUGUST 13TH NOTES AT NIGHT	DATED 7/24/	MISCELLANEOUS EXPENSES	258.55.19850.5000	150.00
07/24/2025	13142	GRIMSLED, TYLER	REFUND ON PAYMENT	DATED 7/21/		100.45.20012.51	89.00
07/24/2025	13143	HARRY, JOHN	AUGUST 27 NOTES AT NIGHT	DATED 7/24/	MISCELLANEOUS EXPENSES	258.55.19850.5000	100.00
07/24/2025	13144	HEIMICH, ELIZABETH	AUGUST 27 NOTES AT NIGHT	DATED 7/24/	MISCELLANEOUS EXPENSES	258.55.19850.5000	100.00

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07/24/2025	13145	SPRENGER, EMMA	AUGUST 20TH NOTES AT NIGHT	DATED 7/24/	MISCELLANEOUS EXPENSES	258.55.19850.5000	150.00
07/24/2025	13146	STEVE STRASMAN	WINE WALK 2025	AUGUST 15	MISCELLANEOUS EXPENSES	258.55.19850.5003	400.00
07/24/2025	13147	UEKERT, BRADY	AUGUST 6TH NOTES AT NIGHT	DATED 07/24	MISCELLANEOUS EXPENSES	258.55.19850.5000	300.00
07/25/2025	13148	PEREZ, GABRIEL	BUSINESS 51 SOUTH SEGMENT REAL ESTATE	PARCEL 4	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	7,163.54
07/25/2025	13149	AT & T 5019	DISPATCH PHONE	5301254017	POLICE DEPARTMENT	100.52.20100.2203	455.71
07/25/2025	13150	PORTAGE CTY REGISTER OF D	RECORD ZONING ORD, ORD 23.04, REWRITE ZONING &	REQUEST F	OTHER GENERAL GOVERNMENT	100.51.19900.5151	120.00
07/28/2025	13151	HOROWITZ, SAM	SCULPTURE PARK INSTALL	DATED 7/28/	MISCELLANEOUS PARKS EXP	252.55.50300.5931	2,000.00
07/28/2025	13152	CITY OF STEVENS POINT	SHARE DUE TO UTILITIES FROM PAYMENT RECEIVED	PAYMENT F		100.48.19650.51	114,290.94
07/28/2025	13153	WISCTF	ANNUAL R & D WITHHOLDING 2025-A. EWING	24713 7/1/20		898.21592	65.00
07/28/2025	13153	WISCTF	ANNUAL R & D WITHHOLDING 2025-A. VANDREEL	24713 7/1/20		898.21592	65.00
07/28/2025	13153	WISCTF	ANNUAL R & D WITHHOLDING 2025 - C. WRONSKI	24713 7/1/20		898.21592	65.00
07/28/2025	13154	HAAS SONS INC	PROJ 25-101 PROG PAY #1	PROJ 25-101	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	142,228.02
07/10/2025	186139	AECOM TECHNICAL SERVICES	PROFESSIONAL SVC FOR W RIVER DR	2001033587	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8270	1,617.87
07/10/2025	186140	ALCHEMY CONCRETE INC	LEGACY PLAZA CONSTRUCTION-ZENOFF	5458	PARK EXPENDITURES	250.55.50215.5864	8,400.00
07/10/2025	186141	AMERICAN ASPHALT OF WISC	ASPHALT	5300070477	DPW - ELIGIBLE	100.53.30397.8700	1,330.25
07/10/2025	186141	AMERICAN ASPHALT OF WISC	ASPHALT	5300070512	DPW - ELIGIBLE	100.53.30397.8700	1,297.65
07/10/2025	186142	ANDERSON O'BRIEN	GENERAL BUSINESS MATTERS-BUSINESS PARK BID	210552	BUSINESS IMPROV DISTRICT	256.56.00700.5000	3,562.50
07/10/2025	186143	APEX SOFTWARE	MARKET DRIVE FLOOR PLAN SOFTWARE	330769	INFORMATION TECHNOLOGY	100.51.15540.2907	780.00
07/10/2025	186144	APWA WISCONSIN CHAPTER	REGISTRATION-STREETS	PWX2025	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.5910	300.00
07/10/2025	186145	ASCENDANCE TRUCKS CENTR	BATTERY	XA17300035		100.16100	84.76
07/10/2025	186145	ASCENDANCE TRUCKS CENTR	FUEL PUMP/CORE	XA17300345	FLEET MAINTENANCE	100.53.30233.3501	351.54
07/10/2025	186145	ASCENDANCE TRUCKS CENTR	FUEL VALVE KIT	XA17300350	FLEET MAINTENANCE	100.53.30233.3501	78.99
07/10/2025	186145	ASCENDANCE TRUCKS CENTR	FUEL VALVE ASSEMBLY	XA17300351	FLEET MAINTENANCE	100.53.30233.3501	528.45
07/10/2025	186146	ASPIRUS MEDICAL GROUP INC	WELLNESS ONSITE- JUNE 2025	144295	OTHER GENERAL GOVERNMENT	650.51.00900.5021	2,295.00
07/10/2025	186146	ASPIRUS MEDICAL GROUP INC	WELLNESS - JUNE 2025	144473	OTHER GENERAL GOVERNMENT	650.51.00900.5021	829.50
07/10/2025	186146	ASPIRUS MEDICAL GROUP INC	DRUG/ALCOHOL TESTING	144841	OTHER GENERAL GOVERNMENT	100.51.19900.2100	145.00
07/10/2025	186146	ASPIRUS MEDICAL GROUP INC	RECRUITMENT 06/2025	144963	OTHER GENERAL GOVERNMENT	100.51.19900.5002	430.00
07/10/2025	186147	BADGER SWIMPOOLS INC	POOL START UP	2324	SWIMMING POOL EXP	100.55.50421.2926	1,662.75
07/10/2025	186148	BADGERLAND CONCRETE PRO	CONCRETE	15651	DPW - ELIGIBLE	100.53.30397.5155	1,008.00
07/10/2025	186148	BADGERLAND CONCRETE PRO	CONCRETE	15657	DPW - ELIGIBLE	100.53.30397.5155	924.00
07/10/2025	186148	BADGERLAND CONCRETE PRO	CONCRETE	15680	DPW - ELIGIBLE	100.53.30397.5155	1,764.00
07/10/2025	186149	BRONK, SANDRA	ART SALE-MONOCHROME	RAC MONO	ARTS CENTER	251.55.00375.5856	28.00
07/10/2025	186150	BROOKS TRACTOR INC	FUEL/OIL/HYD FILTER	P40175	DPW - ELIGIBLE	100.53.30397.3501	175.73
07/10/2025	186150	BROOKS TRACTOR INC	ENGINE OIL	P40175	FLEET MAINTENANCE	100.53.30233.3401	81.26
07/10/2025	186150	BROOKS TRACTOR INC	BOLTS/NUTS	P40176	DPW - ELIGIBLE	100.53.30397.3501	168.84
07/10/2025	186151	BUSHMAN ELECTRIC CRANE &	LEGACY PLAZA-ZENOFF	37394	PARK EXPENDITURES	250.55.50215.5864	1,600.00
07/10/2025	186151	BUSHMAN ELECTRIC CRANE &	LEGACY PLAZA-ZENOFF	37394	MISCELLANEOUS PARKS EXP	252.55.50300.5940	3,695.00
07/10/2025	186152	CANDLEWOOD PROPERTY MG	MAINTENANCE EXPENSES-1466 WATER ST	DATED 6/1/2	1466 WATER ST	410.56.00650.2922	1,280.43
07/10/2025	186153	CARNE, KRISTEEN	CONTRACTED SERVICES	125	BUSINESS IMPROV DISTRICT	254.56.00700.2901	756.26
07/10/2025	186154	CDW GOVERNMENT	NETWORK SWITCH SUPPORT ANNUAL	AD72T3P	INFORMATION TECHNOLOGY	100.51.15540.2909	16,841.65

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07/10/2025	186154	CDW GOVERNMENT	NETWORK SWITCH SUPPORT ANNUAL	AD72T3P		100.13900	8,656.07
07/10/2025	186154	CDW GOVERNMENT	2024.05 AD HOC	WA2501600	INFORMATION TECHNOLOGY	100.51.15540.2906	1,530.00
07/10/2025	186154	CDW GOVERNMENT	2024.05 AD HOC	WA2501603	INFORMATION TECHNOLOGY	100.51.15540.2906	510.00
07/10/2025	186154	CDW GOVERNMENT	CISCO PHONE SYSTEM LICENSING	ZR00740931	INFORMATION TECHNOLOGY	100.51.15540.2907	9,478.12
07/10/2025	186154	CDW GOVERNMENT	CISCO PHONE SYSTEM UPGRADE	ZR00740931		100.13900	6,059.78
07/10/2025	186155	CENTRAL LAWN & TURF EQUIP	SPINDLE/BOLT/WASHER/NUTS	7177	DPW - ELIGIBLE	100.53.30397.3501	109.58
07/10/2025	186156	CENTRAL WISCONSIN SECURI	PARK SECURITY- JUNE 2025	2	PARKS DEPARTMENT	100.55.50200.2950	3,570.00
07/10/2025	186157	CHETS PLUMBING & HEATING I	POOL HEATER REPAIR	83836	SWIMMING POOL EXP	100.55.50421.2926	179.00
07/10/2025	186158	COMMUNITY FOUNDATION OF	PICKLEBALL TOURNEY REVENUE SHARE	DATED 7/8/2		100.46.50730.55	2,750.00
07/10/2025	186159	COMPLETE FIRE SOLUTIONS I	QUARTERLY FIRE INSPECTION - 1101 CENTERPOINT DR	26275	1101 CENTERPOINT DR	410.56.00726.3550	185.00
07/10/2025	186160	COMPLETE OFFICE OF WI INC	PRINTER CARTRIDGE	943133	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3000	162.58
07/10/2025	186160	COMPLETE OFFICE OF WI INC	LABEL CARTRIDGE	943978	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3000	34.50
07/10/2025	186161	DECKER SUPPLY CO INC	STREET SIGNS	932848	DPW - ELIGIBLE	100.53.30397.4801	498.84
07/10/2025	186162	DOLCE DIGITAL IMAGING & PRI	ENVELOPES	10308	OTHER GENERAL GOVERNMENT	100.51.19900.3013	1,362.00
07/10/2025	186163	ELECTION SYSTEM & SOFTWA	CONTRACTED SOFTWARE MAINTENANCE	CD2122391	ELECTION EXPENSES	255.51.12420.2907	3,167.16
07/10/2025	186164	ELLENICH, JACQUELINE M	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	35.00
07/10/2025	186165	EMPLOYEE RESOURCE CENTE	MONTHLY EAP SERVICES-JULY 2025	ERC-0725-1	OTHER GENERAL GOVERNMENT	100.51.19900.2150	565.11
07/10/2025	186166	ENVIROTECH EQUIPMENT	HYD CYL/CYL PINS	25-002566		100.16100	2,761.96
07/10/2025	186167	FASTENAL COMPANY	RAIN SUIT	WISTE13520		100.16100	86.51
07/10/2025	186167	FASTENAL COMPANY	HAND WIPES/BATHROOM TOWELS	WISTE13520	DPW - ELIGIBLE	100.53.30397.3550	192.29
07/10/2025	186167	FASTENAL COMPANY	TAPS	WISTE13520	DPW - ELIGIBLE	100.53.30397.3505	31.64
07/10/2025	186168	FORWARD APPRAISAL LLC	CITY CONTRACT ASSESMENT SERVICE	0140	ASSESSOR	100.51.16530.2901	5,333.00
07/10/2025	186169	GARDNER, SHANNON	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	3.50
07/10/2025	186170	GIFT BRICKS	PAVER BRICK FOR TRAIN PARK	721951	MISCELLANEOUS PARKS EXP	252.55.50300.5942	21.50
07/10/2025	186171	GRAINGER INC.	NINJA GLOVES	9551046247		100.16100	67.86
07/10/2025	186171	GRAINGER INC.	WINTER NINJA GLOVES	9551236939		100.16100	63.48
07/10/2025	186172	GRAYBAR ELECTRIC COMPAN	ELECTRIC OUTLETS/TAPE	9342510210	PARKS DEPARTMENT	100.55.50200.5753	50.75
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	ANNUAL SUPPORT FOR HPE STORAGE ARRAY	783567-H	INFORMATION TECHNOLOGY	100.51.15540.2907	8,193.91
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	MANAGED SERVICES APRIL 2025	788673-H	INFORMATION TECHNOLOGY	100.51.15540.2906	9,443.70
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	BATTERY JUMPER FOR UPS	793017-H	INFORMATION TECHNOLOGY	100.51.15540.2800	10.19
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	LAPTOP REPLACEMENTS	793018-H	CAPITAL OUTLAY - GENERAL	401.57.70140.8913	17,380.08
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	ADOBE ACROBAT SUBSCRIPTIONS	793020-H	INFORMATION TECHNOLOGY	100.51.15540.2907	604.56
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	HP 5 YEAR OFFSITE WARRANTY UPGRADE	795648-H	INFORMATION TECHNOLOGY	100.51.15540.8011	6,105.12
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	MANAGED SERVICES SERVER LABOR BILLING-MAY	795886-H	INFORMATION TECHNOLOGY	100.51.15540.2906	9,573.50
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	CONTRACTED SERVICES	796664-H	INFORMATION TECHNOLOGY	100.51.15540.2906	2,040.00
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	CPS ANNUAL AGREEMENT	796915-H	INFORMATION TECHNOLOGY	100.51.15540.2907	9,873.98
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	MONTHLY MICROSOFT CSP BILLING MAY 2025	796937-H	INFORMATION TECHNOLOGY	100.51.15540.2907	6,294.80
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	MONTHLY MICROSOFT CSP BILLING MAY 2025	796937-H		100.13900	1,787.40
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	ROCKET CYBER ESRM MAY 2025	798027-H	INFORMATION TECHNOLOGY	100.51.15540.2907	2,006.29
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	ROCKET CYBER ESRM MAY 2025	798027-H		100.13900	1,282.71

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07/10/2025	186173	HEARTLAND BUSINESS SYSTE	HPE TECH CARE ESSENTIAL	801536-H	INFORMATION TECHNOLOGY	100.51.15540.8011	96.00
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	HPE POINTNEXT TECH CARE BASIC	802687-H	INFORMATION TECHNOLOGY	100.51.15540.2906	1,863.39
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	ROCKET CYBER ESRM JUNE 2025	803852-H	INFORMATION TECHNOLOGY	100.51.15540.2907	6,294.80
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	ROCKET CYBER ESRM JUNE 2025	803852-H		100.13900	1,787.40
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	ROCKET CYBER ESRM JUNE 2025	804751-H	INFORMATION TECHNOLOGY	100.51.15540.2907	2,001.41
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	ROCKET CYBER ESRM JUNE 2025	804751-H		100.13900	1,279.59
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	MANAGED SERVICES JUNE 2025	805413-H	INFORMATION TECHNOLOGY	100.51.15540.2906	9,707.30
07/10/2025	186173	HEARTLAND BUSINESS SYSTE	SERVER WORK CONTRACTED SERVICES	806924-H	INFORMATION TECHNOLOGY	100.51.15540.2906	1,080.00
07/10/2025	186174	HELMS KOSTKA, VICTORIA J	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	70.00
07/10/2025	186175	HOLIDAY WHOLESale	POOL CONCESSIONS	2075450	SWIMMING POOL EXP	100.55.50421.3001	206.18
07/10/2025	186176	HOYT, MORGAN	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	203.00
07/10/2025	186177	JAY'S LAWN CARE & SNOW RE	LAWN MAINTENANCE CONTRACT JUNE	9576	BUSINESS IMPROV DISTRICT	256.56.00700.5751	9,480.00
07/10/2025	186178	JERRY'S SMALL ENGINE SUPPL	AIR FILTER/V BELT	2343	DPW - ELIGIBLE	100.53.30397.3501	88.01
07/10/2025	186179	JOSEPH ARTS	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	308.00
07/10/2025	186180	KEHL, KATHY	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	84.00
07/10/2025	186181	KIERSTEN CARLEY	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	14.00
07/10/2025	186182	KRIETE TRUCK CENTER	ANTENNA	X109039822:	DPW - ELIGIBLE	100.53.30397.3501	29.68
07/10/2025	186182	KRIETE TRUCK CENTER	LEAF SPRINGS/PINS	X109040782:	DPW - ELIGIBLE	100.53.30397.3501	2,038.40
07/10/2025	186182	KRIETE TRUCK CENTER	OIL/FUEL FILTER	X109041269:		100.16100	155.78
07/10/2025	186183	KRUEGER, NAOMI	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	9.80
07/10/2025	186184	LAFORCE INC	KEY CORE	1281188	WILLETT ICE ARENA	249.55.50450.2702	140.70
07/10/2025	186185	MAHER WATER CORPORATION	MONTHLY RENTAL FEE	461030	DPW - ELIGIBLE	100.53.30397.5000	17.00
07/10/2025	186186	MARKOWSKI, CINDY	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	4.20
07/10/2025	186187	MARTIN, MARY J	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	8.40
07/10/2025	186188	MCKNIGHT, JAMES	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	12.60
07/10/2025	186189	MENARDS	PICNIC TABLE ANCHOR	23993	PARKS DEPARTMENT	100.55.50200.3550	5.99
07/10/2025	186189	MENARDS	STRIPING PAINT	23993	PARKS DEPARTMENT	100.55.50200.5853	179.91
07/10/2025	186189	MENARDS	PLASTIC TOTE	24084	PARKS DEPARTMENT	100.55.50200.5853	7.99
07/10/2025	186189	MENARDS	PVC PIPE	24090	PARKS DEPARTMENT	100.55.50200.5754	20.91
07/10/2025	186189	MENARDS	EXT CORD/ADHESIVE/PRESSURE GAUGE	24219	PARKS DEPARTMENT	100.55.50200.3550	43.23
07/10/2025	186189	MENARDS	LAG SCREW/DRILL BITS/FENCE	24223	PARKS DEPARTMENT	100.55.50200.3550	18.48
07/10/2025	186189	MENARDS	BALL VALVES	24566	PARKS DEPARTMENT	100.55.50200.5754	134.91
07/10/2025	186190	MIDWEST COMPUTER RECYCL	EQUIPMENT RECYCLING	4951	INFORMATION TECHNOLOGY	100.51.15540.2800	1,016.00
07/10/2025	186191	MISSISSIPPI WELDERS SUPPL	TIG TORCH TIP/WELDING HOSE	4601420	DPW - ELIGIBLE	100.53.30397.3501	283.00
07/10/2025	186192	MOBILE SMALL ENGINE REPAI	PUSH LAWN MOWER	DATED 6/30/	FORESTRY DEPARTMENT	100.56.50100.3758	388.99
07/10/2025	186193	MULTI MEDIA CHANNELS LLC	PUBLICATIONS-NOTICES/LEGALS	IN270165	OTHER GENERAL GOVERNMENT	100.51.19900.5151	74.15
07/10/2025	186193	MULTI MEDIA CHANNELS LLC	PARK NAME AD	IN272070	PARK/REC ADMINISTRATION	100.55.50300.3200	12.22
07/10/2025	186193	MULTI MEDIA CHANNELS LLC	PAVEMENT MAINT PROJECT	IN272741	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8270	51.71
07/10/2025	186193	MULTI MEDIA CHANNELS LLC	PUBLICATIONS-NOTICES/LEGALS	IN273948	OTHER GENERAL GOVERNMENT	100.51.19900.5151	374.04
07/10/2025	186193	MULTI MEDIA CHANNELS LLC	PAVEMENT MAINT PROJECT	IN273948	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8270	40.12

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07/10/2025	186194	NOWICKI, DELORMA	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	19.95
07/10/2025	186195	OLSON, DAWN	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	3.50
07/10/2025	186196	O'REILLY AUTO PARTS	WASHER FLUID	2325-380659	POLICE DEPARTMENT	100.52.20100.3501	118.44
07/10/2025	186196	O'REILLY AUTO PARTS	HYD FILTER	2325-380668		100.16100	15.82
07/10/2025	186196	O'REILLY AUTO PARTS	TRAILER LIGHT CONNECTOR	2325-380683		100.16100	11.04
07/10/2025	186196	O'REILLY AUTO PARTS	FUEL FILTER	2325-380684		100.16100	55.59
07/10/2025	186196	O'REILLY AUTO PARTS	BATTERY CABLE LUG	2325-380758	DPW - ELIGIBLE	100.53.30397.3501	22.10
07/10/2025	186196	O'REILLY AUTO PARTS	SEAT COVER	2325-380762	DPW - ELIGIBLE	100.53.30397.3501	267.99
07/10/2025	186196	O'REILLY AUTO PARTS	BATTERY CABLE	2325-380821	DPW - ELIGIBLE	100.53.30397.3501	84.50
07/10/2025	186196	O'REILLY AUTO PARTS	CIRCUIT BREAKER	2325-380822	DPW - ELIGIBLE	100.53.30397.3501	34.99
07/10/2025	186196	O'REILLY AUTO PARTS	PRIMARY WIRE	2325-380983	DPW - ELIGIBLE	100.53.30397.3501	12.47
07/10/2025	186196	O'REILLY AUTO PARTS	OIL FILTER/AIR FILTER	2325-380987		100.16100	63.30
07/10/2025	186196	O'REILLY AUTO PARTS	BATTERY	2325-381376		100.16100	203.06
07/10/2025	186196	O'REILLY AUTO PARTS	CORE	2325-381376	DPW - ELIGIBLE	100.53.30397.3501	10.00
07/10/2025	186196	O'REILLY AUTO PARTS	BULB	2325-381453		100.16100	16.98
07/10/2025	186196	O'REILLY AUTO PARTS	HALOGEN BULB	2325-381454		100.16100	9.17
07/10/2025	186197	PEDERSON, JAMES	SCULPTURE PARK INSTALL 2025	DATED 7/8/2	MISCELLANEOUS PARKS EXP	252.55.50300.5931	2,000.00
07/10/2025	186198	PEPSICO BEVERAGE SALES LL	POOL SODA ORDER	60291005	SWIMMING POOL EXP	100.55.50421.3001	699.51
07/10/2025	186199	PIONEER MANUFACTURING C	PAINT HOSE	INV-254485	FLEET MAINTENANCE	100.53.30233.3501	86.61
07/10/2025	186200	PLASKI & SONS LAWNCARE &	IRRIGATION REPAIR	1643931	DOWNTOWN MAINTENANCE	100.53.30635.5752	110.00
07/10/2025	186201	PRECISE MRM LLC	DATA PLAN	IN200-20061	DPW - ELIGIBLE	100.53.30397.5000	1,035.00
07/10/2025	186202	PRECISION GLASS & DOOR LL	WINDOW REPAIR	23455	PARKS DEPARTMENT	100.55.50200.5855	197.49
07/10/2025	186203	REID, MARY	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	25.20
07/10/2025	186204	REINDERS INC	HERBICIDE	2446101-01	PARKS DEPARTMENT	100.55.50200.3754	743.48
07/10/2025	186204	REINDERS INC	MCGLACHLIN FOUNTAIN	2447211-00	PARKS DEPARTMENT	100.55.50200.3550	993.19
07/10/2025	186204	REINDERS INC	IRRIGATION HEADS	2447405-00	PARKS DEPARTMENT	100.55.50200.5754	340.12
07/10/2025	186204	REINDERS INC	TIRE	6075357-00	FLEET MAINTENANCE	100.53.30233.3502	206.51
07/10/2025	186204	REINDERS INC	TIRE	6075390-00	FLEET MAINTENANCE	100.53.30233.3502	142.34
07/10/2025	186205	RETTLER CORPORATION	ZENOFF-GOERKE MASTER PLAN	25135	PARK EXPENDITURES	250.55.50215.5864	844.00
07/10/2025	186206	ROBERTS IRRIGATION CO INC	STEEL	AR00006645	DPW - ELIGIBLE	100.53.30397.3550	45.72
07/10/2025	186207	SCHILLING SUPPLY COMPANY	DAWN DISH SOAP	1010781-00	DPW - ELIGIBLE	100.53.30397.8700	312.62
07/10/2025	186207	SCHILLING SUPPLY COMPANY	LEATHER GLOVES	1010909-00		100.16100	98.32
07/10/2025	186208	SCHRADER, THOMAS	REIMB-BOARD-SUPPLIES	DATED 7/7/2	MISCELLANEOUS PARKS EXP	252.55.50300.5931	26.00
07/10/2025	186209	SHEFFERLY, NANCY	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	192.50
07/10/2025	186210	SHERWIN-WILLIAMS CO	PUMP PROTECTOR	3326-5	DPW - ELIGIBLE	100.53.30397.3501	25.58
07/10/2025	186210	SHERWIN-WILLIAMS CO	PAINT	3402-4	PARKS DEPARTMENT	100.55.50200.3550	132.26
07/10/2025	186210	SHERWIN-WILLIAMS CO	PAINT	3605-2	PARKS DEPARTMENT	100.55.50200.3550	28.95
07/10/2025	186210	SHERWIN-WILLIAMS CO	PAINT ROLLER	3745-6	PARKS DEPARTMENT	100.55.50200.3550	13.68
07/10/2025	186211	STARR, TONI	ART SALE-MONOCHROME 2025	RAC MONO	ARTS CENTER	251.55.00375.5856	52.50
07/10/2025	186212	STEVENS POINT AUTO CENTE	WIRE ASSY	407010	DPW - ELIGIBLE	100.53.30397.3501	38.92

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07/10/2025	186212	STEVENS POINT AUTO CENTE	WIRE ASSY	407010	FLEET MAINTENANCE	100.53.30233.3501	38.93
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	ROGERS ST @ CENTERPOINT	012310-000	GENERAL RECREATION	100.55.50490.2204	43.19
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	216 FRANKLIN ST-STORM WATER	024529-000	MISC CITY PROPERTIES	410.56.00755.2204	26.35
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	1200 MAIN ST COMM STORM WATER	028810-002	LAND/PROPERTY ACQUISITION	420.57.00716.8900	624.95
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	BLK OF BUSINESS PARK DR	029266-000	BUSINESS IMPROV DISTRICT	256.56.00700.2204	983.12
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	VETERANS PARK-IRRIGATION	029760-000	GENERAL RECREATION	100.55.50490.2204	44.74
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	MORTON PARK-IRRIGATION	029836-000	GENERAL RECREATION	100.55.50490.2204	215.92
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	FOREST CEMETERY-IRRIGATION	029840-000	FOREST CEMETERY	100.54.40910.3500	116.57
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	FOREST CEMETERY-IRRIGATION	029843-000	FOREST CEMETERY	100.54.40910.3500	86.46
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	MCGLAUCHLIN PARK-IRRIGATION	029958-000	GENERAL RECREATION	100.55.50490.2204	80.87
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	WARMING SHED (IVERSON PARK)	029984-000	GENERAL RECREATION	100.55.50490.2204	69.90
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	IVERSON PARK-IRRIGATION	029990-000	GENERAL RECREATION	100.55.50490.2204	112.85
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	IVERSON BALL FIELD-IRRIGATION	029995-000	GENERAL RECREATION	100.55.50490.2204	365.33
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	GIRL SCOUT LODGE-IRRIGATION	030000-000	GENERAL RECREATION	100.55.50490.2204	44.86
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	MAIN & MN AVE MEDIAN-IRRIGATION	030171-000	GENERAL RECREATION	100.55.50490.2204	77.25
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	WILLETT ICE ARENA/POOL	030174-000	SWIMMING POOL EXP	100.55.50421.2204	2,281.26
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	1000 MINN/KB WILLET IRRIG	030179-000	WILLETT ICE ARENA	249.55.50450.2204	427.79
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	GOERKE PARK -STADIUM	030182-000	GENERAL RECREATION	100.55.50490.2204	466.66
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	GOERKE PARK FIELDHOUSE	030190-000	GENERAL RECREATION	100.55.50490.2204	139.52
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	941 MICHIGAN AVE	030202-000	GENERAL RECREATION	100.55.50490.2204	162.28
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	2442 SIMS AVE (WEST WING)	030207-000	GENERAL RECREATION	100.55.50490.2204	308.01
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	933 MICHIGAN AVE	030212-000	POLICE FACILITY	100.52.20105.2204	550.29
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	ROUNDBABOUT	030561-000	DPW - ELIGIBLE	100.53.30397.2204	336.62
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	100 SIXTH AVE	030594-000	DPW - ELIGIBLE	100.53.30397.2204	86.43
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	100 SIXTH AVE	030596-000	DPW - ELIGIBLE	100.53.30397.2204	229.55
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	102 SIXTH AVE	030608-000	DPW - ELIGIBLE	100.53.30397.2204	205.64
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	BUKOLT PARK - BATHROOMS	030612-000	GENERAL RECREATION	100.55.50490.2204	184.51
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	BUKOLT BOAT LANDING BATHRM	030617-000	GENERAL RECREATION	100.55.50490.2204	108.97
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	BUKOLT PARK CON/IRRIGATION	030625-000	GENERAL RECREATION	100.55.50490.2204	329.91
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	KASH MEAD PARK - LAWN	030629-000	GENERAL RECREATION	100.55.50490.2204	77.25
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	MEAD PARK SHELTER HOUSE	030633-000	GENERAL RECREATION	100.55.50490.2204	134.34
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	MEAD PARK BALL DIAMOND-IRRIGATION	030636-000	GENERAL RECREATION	100.55.50490.2204	43.87
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	KASH PLAYGROUND MEAD PARK	030640-000	GENERAL RECREATION	100.55.50490.2204	133.41
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	MONROE & CHURCH ST-IRRIGATION	030649-000	GENERAL RECREATION	100.55.50490.2204	43.73
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	1101 CENTERPOINT-PRIVATE FIRE	031025-001	1101 CENTERPOINT DR	410.56.00726.2204	84.00
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	281 WASHINGTON AVE	031722-000	MISC CITY PROPERTIES	410.56.00755.2204	26.35
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	PIFFNER BUILDING	032221-000	GENERAL RECREATION	100.55.50490.2204	186.60
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	PIFFNER & BUKOLT PARK	032551-000	OTHER GENERAL GOVERNMENT	100.51.19900.5910	22.95
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	924 CROSBY AVE	032555-000	CAPITAL OUTLAY - GENERAL	401.57.70140.8934	352.47
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	PIFFNER PARK WOMENS RESTRM	032558-000	GENERAL RECREATION	100.55.50490.2204	341.06

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07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	CROSBY & CENTERPOINT-IRRIGATION	032622-000	GENERAL RECREATION	100.55.50490.2204	99.76
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	MAIN & CENTERPOINT-IRRIGATION	032627-000	GENERAL RECREATION	100.55.50490.2204	271.37
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	CENTERPOINT & THIRD-IRRIGATION	032629-000	GENERAL RECREATION	100.55.50490.2204	213.41
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	DOWNTOWN BUS STOP	032988-000	GENERAL RECREATION	100.55.50490.2204	77.25
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	1101 CENTERPOINT DR	033005-001	1101 CENTERPOINT DR	410.56.00726.2204	135.04
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	1101 CENTERPOINT-STORMWATER	033011-001 6	1101 CENTERPOINT DR	410.56.00726.2204	248.57
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	800 MAIN ST	033167-000	OTHER GENERAL GOVERNMENT	100.51.19900.5910	126.47
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	PIFFNER PARK IRRIGATION	033178-000	GENERAL RECREATION	100.55.50490.2204	631.58
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	PIFFNER PARK (BANDSHELL)	033181-000	GENERAL RECREATION	100.55.50490.2204	44.14
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	1200 CROSBY AVE	033185-000	ARTS CENTER	251.55.00375.2200	161.46
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	FOUNTAIN IN SQUARE	033532-000	GENERAL RECREATION	100.55.50490.2205	1,762.06
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	4401 INDUSTRIAL PARK RD	033622-000	AMBULANCE	100.52.25300.2204	241.01
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	4401 INDUSTRIAL PARK (FIRE #2)	033622-000	FIRE DEPARTMENT	100.52.25270.2204	241.01
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	ZENOFF PARK IRRIGATION	034241-000	GENERAL RECREATION	100.55.50490.2204	78.44
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	COLLEGE & PRENTICE	034444-000	GENERAL RECREATION	100.55.50490.2204	91.37
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	ZENOFF PARK (CONC STAND)	034782-000	GENERAL RECREATION	100.55.50490.2204	280.43
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	ZENOFF PARK OFFICE	035856-000	GENERAL RECREATION	100.55.50490.2204	114.54
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	IVERSON PARK BATHROOMS	038714-000	GENERAL RECREATION	100.55.50490.2204	173.48
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	PUBLIC SQUARE FAUCET	040284-000	GENERAL RECREATION	100.55.50490.2204	43.19
07/10/2025	186213	STEVENS POINT PUBLIC UTILIT	WELL 5 TREE GARDEN	041004-000	GENERAL RECREATION	100.55.50490.2204	217.39
07/10/2025	186214	STOUT & STOGIE PRO TOOLS	WIRE TERMINAL TOOL	29489	DPW - ELIGIBLE	100.53.30397.3505	36.70
07/10/2025	186215	SUPERIOR CHEMICAL CORPO	CLEANING PRODUCTS	41961	SWIMMING POOL EXP	100.55.50421.3551	1,128.51
07/10/2025	186215	SUPERIOR CHEMICAL CORPO	CLEANING PRODUCTS	41961	WILLETT ICE ARENA	249.55.50450.3551	1,128.50
07/10/2025	186216	T2 SYSTEMS CANADA INC	DIGITAL IRIS-JULY 2025	IRIS0001494	TRANSPORTATION/PUBLIC SAFETY	615.52.20100.5620	70.00
07/10/2025	186217	T2 SYSTEMS INC	ROVR RETURNS	R020988	TRANSPORTATION/PUBLIC SAFETY	615.52.20100.5621	95.00
07/10/2025	186218	TRUCK EQUIPMENT	ALUMINUM DUMPING PLATFORM	1147856-00	CAPITAL OUTLAY - DPW	401.57.70320.8606	22,459.00
07/10/2025	186219	VESTIS SERVICES LLC	RUGS/UNIFORMS	6320645264	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3506	214.35
07/10/2025	186220	WAUSAU CHEMICAL CORPORA	POOL CHEMICAL ORDER	INV-356466	SWIMMING POOL EXP	100.55.50421.3756	1,309.57
07/10/2025	186221	WI DEPT OF TRANSPORTATION	DESIGN OVERSIGHT-PLOVER RIVER CROSSING	395-0000403	CAPITAL OUTLAY - PARKS	401.57.70620.8769	3,101.23
07/10/2025	186221	WI DEPT OF TRANSPORTATION	WEST ZINDA BRIDGE	395-0004031	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8768	100,500.52
07/10/2025	186222	WISCONSIN PUBLIC SERVICE	SCULPTURE PARK ELECTRIC	5525946196	GENERAL RECREATION	100.55.50490.2200	30.88
07/10/2025	186222	WISCONSIN PUBLIC SERVICE	GAS/ELECTRIC-1101 CENTERPOINT	5532984480	1101 CENTERPOINT DR	410.56.00726.2200	1,303.97
07/10/2025	186223	WISDOT SIGN	ANNUAL PERMIT FEE	2025-021074	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3511	35.00
07/10/2025	186224	WIZA, MICHAEL	MAY/JUNE 2025 MILEAGE	MILEAGE 5/	MAYORS OFFICE	100.51.10410.3301	814.38
07/10/2025	186225	ZBLEWSKI BROS LLC	TREE/STUMP REMOVAL	35868	FORESTRY DEPARTMENT	100.56.50100.2928	7,402.00
07/10/2025	186226	AT&T MOBILITY II LLC	DEPT CELLS/ LAPTOPS/ DATA	2873477858	POLICE DEPARTMENT	100.52.20100.2203	1,564.43
07/10/2025	186226	AT&T MOBILITY II LLC	PARKING CELLS/ TOUGHBOOK/ DATA	2873477858	TRANSPORTATION/PUBLIC SAFETY	615.52.20100.2203	105.27
07/10/2025	186227	CENTRAL WISCONSIN AUTO PA	OIL DRY X45	774099	CAPITAL OUTLAY - FIRE	401.57.70220.8501	652.05
07/10/2025	186228	CRAIG D CHILDS PHD S.C.	NEW OFFICER EVALS- CHAFFIN, KING	4273	POLICE DEPARTMENT	100.52.20100.5921	1,040.00
07/10/2025	186229	DOLCE DIGITAL IMAGING & PRI	BUSINESS CARDS- LENZ, KRAMER, NISSEN	10317	POLICE DEPARTMENT	100.52.20100.3001	75.00

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07/10/2025	186230	FLEISNER, DUSTIN J	REIMBURSEMENT- BOATER'S SAFETY- FLEISNER	DATED 06.13	FIRE DEPARTMENT	100.52.25270.5910	48.42
07/10/2025	186231	INFOBUREAU SERVICES INC	APPLICANT- BACKGROUND CHECKS P.D.	5717	POLICE DEPARTMENT	100.52.20100.5921	105.00
07/10/2025	186232	JOHNSON TOWING OF STEVEN	TOW/ IMPOUND C25-08154	25-8154	POLICE DEPARTMENT	100.52.20100.3504	571.50
07/10/2025	186232	JOHNSON TOWING OF STEVEN	TOW/ IMPOUND C25-07162	25-8225	POLICE DEPARTMENT	100.52.20100.3504	175.00
07/10/2025	186233	MENARDS	ST2. 2 PAINTING SUPPLIES	22294	FIRE DEPARTMENT	100.52.25270.3550	17.13
07/10/2025	186233	MENARDS	ST2.2 PAINTING SUPPLIES	22294	AMBULANCE	100.52.25300.3550	17.12
07/10/2025	186234	PARKMAN, CHANNING R	REIMBURSEMENT- BOATER'S SAFETY - PARKMAN	DATED 06.21	FIRE DEPARTMENT	100.52.25270.5910	48.42
07/10/2025	186235	PUROCLEAN	SQUAD 404 - CLEAN OUT BLOOD	9819 RECO	POLICE DEPARTMENT	100.52.20100.3508	275.00
07/10/2025	186236	RAY O'HERRON CO INC	BODY ARMOR	2420171	BULLET PROOF VEST GRANT	236.52.00113.5000	3,200.00
07/10/2025	186236	RAY O'HERRON CO INC	BODY ARMOR	2420171	POLICE DEPARTMENT	100.52.20100.3603	4,371.34
07/10/2025	186237	RED POWER DIESEL SERVICE	BRAKES FOR TRUCK 1	5965	FIRE DEPARTMENT	100.52.25270.3501	2,436.55
07/10/2025	186238	TARGET SOLUTIONS LEARNIN	TARGET SOLUTIONS- ANNUAL CONTRACT	INV121943	FIRE DEPARTMENT	100.52.25270.2907	2,208.55
07/10/2025	186238	TARGET SOLUTIONS LEARNIN	TARGET SOLUTIONS - ANNUAL CONTRACT	INV121943	AMBULANCE	100.52.25300.2907	2,208.55
07/10/2025	186239	WAUKESHA COUNTY TECHNIC	LEPINSKI - C.I. CLASS	S0866082	POLICE DEPARTMENT	100.52.20100.5907	99.00
07/10/2025	186240	WI DEPT OF TRANSPORTATION	O'NEIL TRAINING - HONOR GUARD	395-0000401	POLICE DEPARTMENT	100.52.20100.5907	420.00
07/10/2025	186241	WM CORPORATE SERVICES IN	GARBAGE/RECYCLE - 933 MICHIGAN AVE	0079961-041	POLICE DEPARTMENT	100.52.20100.2932	447.65
07/25/2025	186242	ACCURATE SUSPENSION WAR	ELEC. CONNECTORS, SCREWS & NUTS	2507390	DPW - ELIGIBLE	100.53.30397.3501	132.65
07/25/2025	186242	ACCURATE SUSPENSION WAR	DRILL BIT	2507557	DPW - ELIGIBLE	100.53.30397.3505	9.52
07/25/2025	186243	ADVANCED PHYSICAL THERAP	WELLNESS- FD JUNE 2025	0625SPFD	OTHER GENERAL GOVERNMENT	650.51.00900.5021	2,860.57
07/25/2025	186243	ADVANCED PHYSICAL THERAP	WELLNESS- PD JUNE 2025	0625SPPD	OTHER GENERAL GOVERNMENT	650.51.00900.5021	2,133.07
07/25/2025	186244	AECOM TECHNICAL SERVICES	PROFESSIONAL SVC NORTH SEG.	2001034165	BUSINESS 51 CONSTRUCTION	415.57.70850.8765	63,771.38
07/25/2025	186244	AECOM TECHNICAL SERVICES	PROFESSIONAL SVC SOUTH SEG.	2001034221	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	34,541.80
07/25/2025	186244	AECOM TECHNICAL SERVICES	TRAFFIC EQUIPMENT PLAN	2001040261	CAPITAL OUTLAY - DPW	401.57.70320.8021	945.88
07/25/2025	186244	AECOM TECHNICAL SERVICES	SOUTH SEGMENT-BUSINESS 51	2001041601	BUSINESS 51 CONSTRUCTION	422.57.70850.8765	50,844.70
07/25/2025	186244	AECOM TECHNICAL SERVICES	NORTH SEGMENT-BUSINESS 51	2001041610	BUSINESS 51 CONSTRUCTION	415.57.70850.8765	28,229.51
07/25/2025	186245	ALL-AMERICAN ICE LLC	SPECTATOR NETTING	6567	SAFETY EXPENSES	652.51.00937.5601	5,000.00
07/25/2025	186245	ALL-AMERICAN ICE LLC	SPECTATOR NETTING	6567	WILLETT ICE ARENA	249.55.50450.2702	8,685.00
07/25/2025	186246	AMERICAN ASPHALT OF WISC	BADGER AVENUE	5300070464	GENERAL CONSTRUCTION CHARGES	419.57.00841.8700	4,000.00
07/25/2025	186247	AMERICAN ENGINEERING TES	CONSTRUCTION MATERIALS TESTING	INV-265169	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	1,062.50
07/25/2025	186247	AMERICAN ENGINEERING TES	CONSTRUCTION MATERIALS TESTING	INV-265178	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	1,457.25
07/25/2025	186247	AMERICAN ENGINEERING TES	CONSTRUCTION MATERIALS TESTING	INV-265183	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	1,097.00
07/25/2025	186248	AMERICAN WELDING AND GAS	CYL RENTAL	0010949314	DPW - INELIGIBLE	100.53.30398.5000	77.60
07/25/2025	186249	ANDERSON O'BRIEN	SHOPKO-TRANSFER OF REAL ESTATE	212377	MISC UNCLASSIFIED GENERAL	217.51.00850.5120	217.50
07/25/2025	186250	ASPIRUS INC	CRIMINAL BLOOD DRAWS	417970756	POLICE DEPARTMENT	100.52.20100.5610	165.00
07/25/2025	186251	BADGERLAND CONCRETE PRO	CONCRETE	15691	DPW - ELIGIBLE	100.53.30397.5155	2,016.00
07/25/2025	186251	BADGERLAND CONCRETE PRO	CONCRETE	15695	DPW - ELIGIBLE	100.53.30397.5155	756.00
07/25/2025	186251	BADGERLAND CONCRETE PRO	CONCRETE	15696	DPW - ELIGIBLE	100.53.30397.5155	553.00
07/25/2025	186251	BADGERLAND CONCRETE PRO	CONCRETE	15707	DPW - ELIGIBLE	100.53.30397.5155	1,596.00
07/25/2025	186251	BADGERLAND CONCRETE PRO	CONCRETE	15714	DPW - ELIGIBLE	100.53.30397.5155	840.00
07/25/2025	186251	BADGERLAND CONCRETE PRO	CONCRETE	15718	DPW - ELIGIBLE	100.53.30397.5155	1,680.00

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07/25/2025	186251	BADGERLAND CONCRETE PRO	CONCRETE	15726	DPW - ELIGIBLE	100.53.30397.5155	672.00
07/25/2025	186251	BADGERLAND CONCRETE PRO	CONCRETE	15753	DPW - ELIGIBLE	100.53.30397.2301	318.00
07/25/2025	186252	BELCO VEHICLE SOLUTIONS L	REPAIR TO SIREN	10636	FLEET MAINTENANCE	100.53.30233.2912	260.00
07/25/2025	186253	BIG IRON EQUIPMENT INC	QUICK COUPLERS	88837		100.16100	80.90
07/25/2025	186254	BROOKS TRACTOR INC	ANVIL, BOLT, NUT, WASHER	P40258	FLEET MAINTENANCE	100.53.30233.3501	418.28
07/25/2025	186255	BUSHMAN ELECTRIC CRANE &	REMOVE OLD LIGHT FIXTURES	37447	WILLETT ICE ARENA	249.55.50450.2702	603.20
07/25/2025	186255	BUSHMAN ELECTRIC CRANE &	LED LIGHTS/REPAIR BREAKROOM LIGHTING	37470	POLICE FACILITY	100.52.20105.2922	266.30
07/25/2025	186256	CARNE, KRISTEEN	CONTRACTED SERVICES	126	BUSINESS IMPROV DISTRICT	254.56.00700.2901	412.52
07/25/2025	186256	CARNE, KRISTEEN	CONTRACTED SERVICES	127	BUSINESS IMPROV DISTRICT	254.56.00700.2901	852.50
07/25/2025	186257	CHARTER COMMUNICATIONS -	CABLE SERVICES - SPPD 933 MICHIGAN AVE	1713972010	POLICE DEPARTMENT	100.52.20100.2212	119.75
07/25/2025	186258	CONFIDENTIAL RECORDS INC	ON- SITE SHREDDING- 933 MICHIGAN AVE	0010255	POLICE DEPARTMENT	100.52.20100.2932	129.05
07/25/2025	186259	CONSTELLATION NEWENERGY	STREETS GAS SERVICE	4359455	DPW - ELIGIBLE	100.53.30397.2200	89.05
07/25/2025	186260	EMERGENCY LIGHTING & ELEC	EMERGENCY LIGHTS	240394	CAPITAL OUTLAY - FIRE	401.57.70220.8219	2,951.00
07/25/2025	186261	ENVIROTECH EQUIPMENT	PROXIMITY SENSOR	25-0025761		100.16100	273.08
07/25/2025	186262	FASTENAL COMPANY	EYEGLOSS CLEANER SPRAY, TRUCK PARTS	WISTE31376	DPW - ELIGIBLE	100.53.30397.3008	277.27
07/25/2025	186262	FASTENAL COMPANY	DRILL BITS	WISTE31376	PARKS DEPARTMENT	100.55.50200.3550	44.81
07/25/2025	186262	FASTENAL COMPANY	RUBBER SHOE COVER, EAR PLUGS	WISTE31391	DPW - ELIGIBLE	100.53.30397.3008	84.89
07/25/2025	186263	FERRELLGAS	PROPANE	1130949854	DPW - ELIGIBLE	100.53.30397.8700	341.30
07/25/2025	186263	FERRELLGAS	PROPANE	1131044951	DPW - ELIGIBLE	100.53.30397.8700	384.44
07/25/2025	186264	FLEETPRIDE	STROBE LIGHT	126926513	FLEET MAINTENANCE	100.53.30233.3501	83.99
07/25/2025	186264	FLEETPRIDE	COUPLING, HUB, INSERT	127041738	DPW - ELIGIBLE	100.53.30397.3501	170.20
07/25/2025	186265	GIFT BRICKS	BRICK FOR TRAIN PARK	722003	MISCELLANEOUS PARKS EXP	252.55.50300.5942	21.50
07/25/2025	186266	GRAYBAR ELECTRIC COMPAN	WAVE LIGHTING	9342554385	DPW - INELIGIBLE	100.53.30398.5000	3,363.62
07/25/2025	186267	GREEN BEE CLEANING	CLEANING SERVICE JUNE- 933 MICHIGAN	024	POLICE FACILITY	100.52.20105.2922	2,000.00
07/25/2025	186268	HAAS SONS INC	PROJ 25-101 PROG PAY #2	PROJ 25-101	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	746,380.00
07/25/2025	186269	HOLIDAY WHOLESAL	FOOD ORDER	2079285	SWIMMING POOL EXP	100.55.50421.3001	178.89
07/25/2025	186269	HOLIDAY WHOLESAL	DCMP FOOD ORDER	2081866	SWIMMING POOL EXP	100.55.50421.3001	164.82
07/25/2025	186269	HOLIDAY WHOLESAL	DCMP FOOD ORDER	2085798	SWIMMING POOL EXP	100.55.50421.3001	298.20
07/25/2025	186269	HOLIDAY WHOLESAL	DCMP FOOD ORDER	2088271	SWIMMING POOL EXP	100.55.50421.3001	141.94
07/25/2025	186270	HOPFENSBERGER, JARED	REIMB - HOPFENSBERGER - BOATERS SAFETY	DATED 7/17/	FIRE DEPARTMENT	100.52.25270.5910	48.42
07/25/2025	186271	INTEGRITY GRADING & EXCAV	PROG PAY #10-2024 STREET IMPROV (NORTHSIDE) PRO	PROJ 24-01	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	335,975.94
07/25/2025	186272	JFTCO INC	HINGE, BREATHER FILTER	PIWA020822		100.16100	123.56
07/25/2025	186272	JFTCO INC	SCREW, SEAL STICK	PIWA020822	DPW - ELIGIBLE	100.53.30397.3501	11.41
07/25/2025	186272	JFTCO INC	LATCH COVER	PIWA020847		100.16100	34.78
07/25/2025	186273	JOHNSON TOWING OF STEVEN	TOW/IMPOUND C25-08093	25-8377	POLICE DEPARTMENT	100.52.20100.3504	300.00
07/25/2025	186274	KRATZKE, LUKE	REIMB - KRATZKE - BOATING	DATED 7/14/	FIRE DEPARTMENT	100.52.25270.5910	48.42
07/25/2025	186275	KRIETE TRUCK CENTER	BRAKE CHAMBER	X109040552:		100.16100	57.39
07/25/2025	186275	KRIETE TRUCK CENTER	CHAMBER BRACKET	X109040552:	DPW - ELIGIBLE	100.53.30397.3501	144.98
07/25/2025	186275	KRIETE TRUCK CENTER	OIL-FILTER & PLUG GASKET	X109041615:		100.16100	70.12
07/25/2025	186275	KRIETE TRUCK CENTER	SENSOR, WIRING HARNESS	X109041646:	DPW - ELIGIBLE	100.53.30397.3501	237.95

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07/25/2025	186275	KRIETE TRUCK CENTER	SHACKEL PIN	X109041806:	DPW - ELIGIBLE	100.53.30397.3501	394.53
07/25/2025	186275	KRIETE TRUCK CENTER	CREDIT	X109041811:	DPW - ELIGIBLE	100.53.30397.3501	460.38-
07/25/2025	186275	KRIETE TRUCK CENTER	OIL FILTER	X109041828:		100.16100	87.97
07/25/2025	186275	KRIETE TRUCK CENTER	WASHER FLUID	X109041828:	DPW - ELIGIBLE	100.53.30397.3501	10.14
07/25/2025	186276	LAKE AND POND SOLUTIONS L	POND MAINTENANCE- BID	18050	BUSINESS IMPROV DISTRICT	256.56.00700.5753	299.94
07/25/2025	186277	LAMERS BUS LINES INC	ELEMENTRY BUS TRANSPORTATIVE	84270	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.5910	308.65
07/25/2025	186278	LEAGUE OF WISC MUNICIPALIT	LEAGUE SEMINAR REGISTRATION	R88047	CITY ATTORNEY	100.51.00300.5910	325.00
07/25/2025	186279	LEXISNEXIS	LEGAL RESEARCH DATEBASE 1YR CONTRACT	3095891468	CITY ATTORNEY	100.51.00300.3200	3,636.00
07/25/2025	186280	MENARDS	SINK DRAIN	24886	PARKS DEPARTMENT	100.55.50200.5754	19.99
07/25/2025	186280	MENARDS	STRIPPING PAINT	24886	PARKS DEPARTMENT	100.55.50200.5853	95.75
07/25/2025	186280	MENARDS	WASHERS, PVC CONNECTOR	24966	PARKS DEPARTMENT	100.55.50200.3550	7.96
07/25/2025	186280	MENARDS	WATER SEALER	25047	PARKS DEPARTMENT	100.55.50200.5754	8.97
07/25/2025	186281	MIDSTATE LOCK & SAFE LLC	PADLOCKS	8994	DPW - ELIGIBLE	100.53.30397.3550	227.68
07/25/2025	186282	MOTOROLA SOLUTIONS INC	RADIO CHANGE OVER	1187151207	CAPITAL OUTLAY - POLICE	401.57.70321.8253	467,500.00
07/25/2025	186283	NORTH CENTRAL WI REGIONA	COSP PLANNING WORK- COMP PLAN	2025-47	CAPITAL OUTLAY - GENERAL	401.57.70140.8716	6,590.00
07/25/2025	186284	NORTHWAY COMMUNICATIONS	TWO WAY RADIO INSTALL	120727	DPW - ELIGIBLE	100.53.30397.2913	525.50
07/25/2025	186284	NORTHWAY COMMUNICATIONS	RADIO REPROGRAM	120728	DPW - ELIGIBLE	100.53.30397.2913	130.00
07/25/2025	186285	OLSEN SAFETY EQUIPMENT	SAFTEY VEST	0425947-IN		100.16100	164.72
07/25/2025	186286	O'REILLY AUTO PARTS	CREDIT	2325-381574	DPW - ELIGIBLE	100.53.30397.3501	10.00-
07/25/2025	186286	O'REILLY AUTO PARTS	HYD FITTING CUPS	2325-381652	DPW - ELIGIBLE	100.53.30397.3505	428.36
07/25/2025	186286	O'REILLY AUTO PARTS	HYD. CUPS	2325-381654	DPW - ELIGIBLE	100.53.30397.3505	7.38
07/25/2025	186286	O'REILLY AUTO PARTS	RECEIVER HITCH PIN	2325-381805	DPW - ELIGIBLE	100.53.30397.3501	13.98
07/25/2025	186286	O'REILLY AUTO PARTS	LED BULB	2325-381808	FLEET MAINTENANCE	100.53.30233.3501	20.89
07/25/2025	186286	O'REILLY AUTO PARTS	AIR, CABIN- FILTER	2325-381904		100.16100	50.16
07/25/2025	186286	O'REILLY AUTO PARTS	OIL- FILTER & DRAIN PLUG	2325-381943		100.16100	15.37
07/25/2025	186286	O'REILLY AUTO PARTS	FUEL FILTER, HYD FITTING	2325-381970		100.16100	65.55
07/25/2025	186286	O'REILLY AUTO PARTS	AIR FILTER	2325-381972		100.16100	47.99
07/25/2025	186286	O'REILLY AUTO PARTS	HYD FILTER	2325-382625		100.16100	34.04
07/25/2025	186286	O'REILLY AUTO PARTS	AIR FILTER	2325-382763		100.16100	31.98
07/25/2025	186286	O'REILLY AUTO PARTS	OIL FILTER	2325-382776		100.16100	31.74
07/25/2025	186286	O'REILLY AUTO PARTS	OIL	2325-382776	FLEET MAINTENANCE	100.53.30233.3401	6.49
07/25/2025	186286	O'REILLY AUTO PARTS	OIL, CABIN- FILTER	2325-382780		100.16100	59.46
07/25/2025	186286	O'REILLY AUTO PARTS	MUFFLER CLAMP	2325-382859	POLICE DEPARTMENT	100.52.20100.3501	17.73
07/25/2025	186286	O'REILLY AUTO PARTS	BULB	2325-382902		100.16100	12.82
07/25/2025	186286	O'REILLY AUTO PARTS	TAIL PIPE	2325-382903	POLICE DEPARTMENT	100.52.20100.3501	156.43
07/25/2025	186286	O'REILLY AUTO PARTS	SPARK PLUG & COIL	2325-382981	FLEET MAINTENANCE	100.53.30233.3501	80.27
07/25/2025	186286	O'REILLY AUTO PARTS	LED MARKER LIGHT	2325-383090		100.16100	42.49
07/25/2025	186286	O'REILLY AUTO PARTS	AIR FILTER, FUEL CLEANER	2325-383498		100.16100	171.44
07/25/2025	186286	O'REILLY AUTO PARTS	HYD- FITTING, TRAILER LIGHT ADAPTER	2325-383710		100.16100	87.02
07/25/2025	186286	O'REILLY AUTO PARTS	SPARK PLUG	2325-383757		100.16100	50.90

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07/25/2025	186286	O'REILLY AUTO PARTS	HYD FITTING	2325-383777	DPW - ELIGIBLE	100.53.30397.3505	2.29
07/25/2025	186286	O'REILLY AUTO PARTS	TRAILER LIGHT CONNECTOR	2325-383777		100.16100	11.04
07/25/2025	186286	O'REILLY AUTO PARTS	OIL, AIR, CABIN- FILTER	2325-383875		100.16100	140.34
07/25/2025	186286	O'REILLY AUTO PARTS	BULK WIRE LOOM	2325-383875	DPW - ELIGIBLE	100.53.30397.3501	119.50
07/25/2025	186286	O'REILLY AUTO PARTS	A/C REFILL + KIT	2325-383877		100.16100	81.98
07/25/2025	186287	PERSONNEL EVALUATION INC	PERSONNEL TESTING - POLICE APPLICANTS	55333	POLICE DEPARTMENT	100.52.20100.5921	286.00
07/25/2025	186288	PLASKI & SONS LAWNCARE &	IRRIGATION REPAIR 25-101	1643771	GENERAL CONSTRUCTION CHARGES	418.57.00841.8700	530.00
07/25/2025	186288	PLASKI & SONS LAWNCARE &	DOWNTOWN MAINTENANCE #4	1644008	DOWNTOWN MAINTENANCE	100.53.30635.5752	6,966.67
07/25/2025	186288	PLASKI & SONS LAWNCARE &	SPRINKLER REPAIR	1644053	DOWNTOWN MAINTENANCE	100.53.30635.5752	185.00
07/25/2025	186289	POINT EMBROIDERY & SCREE	INSPECTOR UNIFORM	DATED 4/1/2	COMMUNITY DEVELOPMENT	100.52.18400.3025	214.70
07/25/2025	186289	POINT EMBROIDERY & SCREE	SAFETY VESTS W/ CITY LOGO	DATED 4/1/2	COMMUNITY DEVELOPMENT	100.52.18400.3025	197.75
07/25/2025	186289	POINT EMBROIDERY & SCREE	INSPECTOR UNIFORM	DATED 5/9/2	COMMUNITY DEVELOPMENT	100.52.18400.3025	579.95
07/25/2025	186290	POMP'S TIRE-WI RAPIDS	TIRE	1480033472	FLEET MAINTENANCE	100.53.30233.3502	3,764.64
07/25/2025	186290	POMP'S TIRE-WI RAPIDS	TRAILER TIRE	1480033620	FLEET MAINTENANCE	100.53.30233.3502	165.00
07/25/2025	186291	PORTAGE COUNTY TREASURE	CITY SHARE - RANGE ELECTRIC BILL	44008	POLICE DEPARTMENT	100.52.20100.2200	31.22
07/25/2025	186291	PORTAGE COUNTY TREASURE	TIME SYSTEM BILLING (CITY SHARE FOR DISPATCH)	44009	POLICE DEPARTMENT	100.52.20100.2821	620.00
07/25/2025	186291	PORTAGE COUNTY TREASURE	SOLID WASTE	DATED 0630	REFUSE/GARBAGE COLLECTIONS	100.53.30620.5750	32,197.70
07/25/2025	186291	PORTAGE COUNTY TREASURE	PARKS SOLID WASTE	DATED 0630	PARKS DEPARTMENT	100.55.50200.5750	311.50
07/25/2025	186292	QUESADA, ERNIE	REIMB MILEAGE-FLEET EXPO & CONF-CHARLOTTE NC	REIMB 6/23-	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3301	125.00
07/25/2025	186292	QUESADA, ERNIE	REIMB MEALS/PARKING-FLEET EXPO & CONF-CHARLOT	REIMB 6/23-	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.5910	306.00
07/25/2025	186293	RAY O'HERRON CO INC	INITIAL UNIFORM - D.M. KING	2422673	POLICE DEPARTMENT	100.52.20100.3801	1,285.73
07/25/2025	186294	REINDERS INC	HERBICIDE	2447564-00	PARKS DEPARTMENT	100.55.50200.3754	116.00
07/25/2025	186294	REINDERS INC	DOOR ASSG.	6063869-03	FLEET MAINTENANCE	100.53.30233.3501	1,051.25
07/25/2025	186294	REINDERS INC	WIPER BLADES	6075500-00	FLEET MAINTENANCE	100.53.30233.3501	126.58
07/25/2025	186294	REINDERS INC	GEARBOX	6076619-00	FLEET MAINTENANCE	100.53.30233.3501	583.68
07/25/2025	186295	REISS, KADEN	PARKING REFUND	REFUND		615.46.20332.52	284.36
07/25/2025	186295	REISS, KADEN	PARKING REFUND	REFUND		615.24213	15.64
07/25/2025	186296	RUEKERT & MIELKE INC	TREE INVENTORY	157965	MISCELLANEOUS FORESTRY EXP	252.56.50100.5930	510.00
07/25/2025	186297	SCHIERL TIRE & SERVICE CEN	TIRE	6036044	FLEET MAINTENANCE	100.53.30233.3502	2,650.48
07/25/2025	186297	SCHIERL TIRE & SERVICE CEN	POWERCOAT WHEELS	6036287	FLEET MAINTENANCE	100.53.30233.3502	330.00
07/25/2025	186298	SCHILLING SUPPLY COMPANY	SAFETY SHIRT	1011283-00	DPW - ELIGIBLE	100.53.30397.3008	82.67
07/25/2025	186298	SCHILLING SUPPLY COMPANY	TOWEL & SHOP WIPES	1011711-00	DPW - ELIGIBLE	100.53.30397.3550	185.45
07/25/2025	186299	SCOTT'S PORTABLE TOILETS	PORTABLE RESTROOM	23598	PARKS DEPARTMENT	100.55.50200.2922	165.00
07/25/2025	186299	SCOTT'S PORTABLE TOILETS	PORTA POTTY UPWEEP	23955	MISC UNCLASSIFIED GENERAL	100.51.19850.5000	185.00
07/25/2025	186299	SCOTT'S PORTABLE TOILETS	PARADE PORTABLE TOILET	23956	DOWNTOWN MAINTENANCE	100.53.30635.5000	165.00
07/25/2025	186299	SCOTT'S PORTABLE TOILETS	PORTABLE RESTROOM	23959	PARKS DEPARTMENT	100.55.50200.2922	165.00
07/25/2025	186299	SCOTT'S PORTABLE TOILETS	PORTABLE TOILET	23993	PARKS DEPARTMENT	100.55.50200.2922	165.00
07/25/2025	186300	SHERWIN INDUSTRIES INC	GASKET	SS107623	DPW - ELIGIBLE	100.53.30397.3501	46.02
07/25/2025	186301	SHERWIN-WILLIAMS CO	PAINT	4211-8	PARKS DEPARTMENT	100.55.50200.3550	80.05
07/25/2025	186302	SOMERVILLE INC	ASSESSMENT & DESIGN - NEW CITY HALL	40569	CAPITAL OUTLAY - GENERAL	401.57.70140.8903	11,000.00

Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account Segment Title	Invoice GL Account	Invoice Amount
07/25/2025	186303	SPACVB	BID WEBSITEINTERVIEWS MEETING ROOM RENTAL	1990	BUSINESS IMPROV DISTRICT	254.56.00700.5000	37.50
07/25/2025	186303	SPACVB	AD SP CONV. BUREAU	635	ARTS CENTER	251.55.00375.5000	270.00
07/25/2025	186304	SPECTRA PRINT	BUSINESS CARDS-OMERNIK	024354	COMMUNITY DEVELOPMENT	100.52.18400.3000	43.66
07/25/2025	186305	STAR BUSINESS MACHINES IN	TONER/INK	250630-0004	ARTS CENTER	251.55.00375.3550	109.00
07/25/2025	186306	STEVENS POINT AUTO CENTE	SEAT- CUSHION & COVER	407318	DPW - ELIGIBLE	100.53.30397.3501	427.33
07/25/2025	186307	STEVENS POINT PUBLIC UTILIT	CITY GARAGE	030599-000	DPW - ELIGIBLE	100.53.30397.2204	366.38
07/25/2025	186307	STEVENS POINT PUBLIC UTILIT	100 SIXTH AVE	030603-000	DPW - ELIGIBLE	100.53.30397.2204	337.21
07/25/2025	186307	STEVENS POINT PUBLIC UTILIT	DIGGER'S TICKETS	38064	DPW - INELIGIBLE	100.53.30398.2210	437.75
07/25/2025	186308	SUMMIT FIRE PROTECTION	FIRE EXTINGUISHER AND EXIT LIGHT INSPECTION	3379716	WILLETT ICE ARENA	249.55.50450.2702	1,309.30
07/25/2025	186309	TRI-STATE BOBCAT INC	ANVIL, BOLT, WASHER	P40037	DPW - ELIGIBLE	100.53.30397.3501	251.14
07/25/2025	186310	TWEET/GAROT MECHANICAL I	HVAC SCHEDULED MAINTENANCE	164291	WILLETT ICE ARENA	249.55.50450.2702	1,387.50
07/25/2025	186311	ULINE INC	YELLOW FLEX POST	194652222	DPW - ELIGIBLE	100.53.30397.3710	375.26
07/25/2025	186312	UNITED MAILING SERVICES IN	POSTAGE	225404	OTHER GENERAL GOVERNMENT	100.51.19900.3006	2,433.20
07/25/2025	186312	UNITED MAILING SERVICES IN	POSTAGE- MUNICIPAL COURT	225404	MUNICIPAL COURT	100.51.20010.3006	96.79
07/25/2025	186313	UTILITY SALES & SERVICE	YEARLY INSP	0078777-IN	FLEET MAINTENANCE	100.53.30233.2912	1,273.32
07/25/2025	186313	UTILITY SALES & SERVICE	YEARLY INSP	0078779-IN	FLEET MAINTENANCE	100.53.30233.2912	1,217.70
07/25/2025	186314	VESTIS SERVICES LLC	RUGS/UNIFORMS	6320648624	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3506	214.35
07/25/2025	186314	VESTIS SERVICES LLC	RUGS/UNIFORMS	6320651792	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3506	214.70
07/25/2025	186315	VIRUS MOORE DOC #261709	PROPERTY RETURNED TO OWNER \$1711-CASH	DATED 7/23/		100.48.20703.52	1,711.00
07/25/2025	186316	WAUSAU CHEMICAL CORPORA	DCMP CHEMICAL ORDER	INV- 356773	SWIMMING POOL EXP	100.55.50421.3756	2,159.64
07/25/2025	186317	WERNER ELECTRIC SUPPLY C	LAMPS (14)	S7783750.00	POLICE FACILITY	100.52.20105.2922	79.80
07/25/2025	186318	WISCONSIN CENTRAL	GREEN CIRCLE TRAIL	9500275380	DEPT OF PUBLIC WORKS/ENGINEER	100.53.30100.3511	1,000.00
07/25/2025	186319	WISCONSIN DEPT OF JUSTICE	TIME SYSTEM ACCESS - OFFICER SUPPORT	455TIME-000	POLICE DEPARTMENT	100.52.20100.2821	715.50
07/25/2025	186320	WISCONSIN PUBLIC SERVICE	BID	5552064742	BUSINESS IMPROV DISTRICT	256.56.00700.2200	2,254.43
07/25/2025	186320	WISCONSIN PUBLIC SERVICE	GAS / ELECTRIC-1225 WATER	5555526766	MUSEUM GENERAL EXP	241.51.00750.2204	53.64
07/25/2025	186321	WM CORPORATE SERVICES IN	RECYCLE ROLLOFF	0079209-041	RECYCLING	100.53.30633.2917	683.65
07/25/2025	186322	WROBLEWSKI CONCRETE CO	CONCRETE CURB/GUTTER	INV1	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8270	12,204.00
07/25/2025	186323	ZORN COMPRESSOR & EQUIP	STATION 2 AIR COMPRESSOR REPAIR	AR006762	FIRE DEPARTMENT	100.52.25270.3550	684.21
07/25/2025	186323	ZORN COMPRESSOR & EQUIP	STATION 2 AIR COMPRESSOR REPAIR	AR006762	AMBULANCE	100.52.25300.3550	684.22
Grand Totals:							<u>2,826,083.23</u>