

**FINANCE COMMITTEE AGENDA**  
**Monday, April 8, 2013 – 6:35 P.M.**  
**(or immediately following previously scheduled meeting)**  
**Lincoln Center – 1519 Water Street**

**[A quorum of the City Council may attend this meeting]**

Discussion and Possible Action on:

1. Approval & Award of Services to Perform Organizational Needs Analysis and Facilities Space Utilization Assessment for City Hall - Mid-State Building.
2. Amendment to CAP Services Agreement.
3. Approval of Payment of Claims.
4. Presentation by KLAS Properties – Medical Complex N. Division Street – Old Cooper Motor Site.
5. Adjournment into Closed Session (at approximately 6:50 P.M.) pursuant to Wisconsin Statute 19.85(e) to confer with legal counsel with respect to Developers Agreement Negotiations – Medical Complex – N. Division Street (Old Cooper Motor site).
6. Adjournment.

Any person who has special needs while attending this meeting or needs 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 Avenue, 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 4:00 P.M.

April 2, 2013

To: Finance Committee  
From: C/T Schlice  
Re: Finance Agenda

Agenda Item:

1. Approval and award of services to perform organizational needs analysis and facilities space utilization assessment for City Hall: Due to the size of the file, Director Ostrowski will be sending you a link to where it is on the City website as you may not be able to download the file, If anyone would like a hardcopy of the proposal let Director Ostrowski know. Attached is the recommendation. ( to save copy costs we did not print out the entire proposal- a hard copy is available in the Community Development office)
2. Amendment to the CAP Services Agreement: The State of Wisconsin would like the contract changed from a percentage fee to a straight fee for processing the loan program.
4. Presentation KLAS Properties – Medical Complex North Division St , (Old Cooper Motors)
5. Adjourn into Closed Session: Discussion with City Attorney concerning negotiations of Developers Agreement with KLAS properties for developing old Cooper Motor Site.



# Memo

**Michael Ostrowski, Director**  
Community Development  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
Ph: (715) 346-1567 • Fax: (715) 346-1498  
mostrowski@stevenspoint.com

## City of Stevens Point – Department of Community Development

To: Finance Committee  
From: Michael Ostrowski  
CC:  
Date: 4/2/2013  
Subject: Consultant Selection for City Hall RFP

In early February 2013, the City released a request for proposals (RFP) for an organizational needs analysis and comprehensive space/facilities utilization assessment for the relocation of its existing City Hall from 1515 Strongs Avenue to the current MSTC facility at 933 Michigan Avenue. The RFP is attached to this memo for your convenience. Please note, this RFP is not for the actual architectural services, but rather to determine the need and how a building would be organized.

Proposals were due March 15, 2013. The City received 12 proposals, with 11 of them being properly submitted. The one proposal that was rejected was because of an improper submission. That proposal was not sealed, failed to provide the requested number of copies of the proposal, and failed to provide an electronic copy of the proposal. City staff, including Director Schrader, Director Schatschneider, Director McGinty, Chief Ruder, and myself reviewed and scored the proposals. The following were the top three firms:

Firm	TOTAL (out of a possible 100 points)	Price
Bray	92.2	\$24,000
Potter Lawson and the Samuels Group	87.4	\$30,000
Zimmerman	78.2	\$29,880

Staff would recommend proceeding with Bray Architects at a cost of \$24,000, plus reimbursable expenses. Not only was Bray Architects the highest scoring firm, they were the second lowest in price among the 11 firms who properly submitted a proposal.

Due to the size of the proposal from Bray Architects, it will be provided electronically on our website. If you would like a hard copy, please let me know prior to the meeting.

# CITY OF STEVENS POINT

## REQUEST FOR PROPOSAL

FOR

### **CITY HALL ORGANIZATIONAL NEEDS ANALYSIS & FACILITIES SPACE UTILIZATION ASSESSMENT**

The City of Stevens Point is accepting request for proposals from qualified firms to perform an organizational needs analysis and comprehensive space/facilities utilization assessment for the relocation of its existing City Hall from 1515 Strongs Avenue (see exhibit A), Stevens Point, WI 54481 to a current technical college building at 933 Michigan Avenue (see exhibit B), Stevens Point, WI 54481.

#### **1. Project Description & Background**

Currently, the City of Stevens Point has a city hall located at 1515 Strongs Avenue, Stevens Point, Wisconsin that is co-located with the county's courthouse.

With changing demands for municipal services, the number of City staff has changed over the years. Departments within City Hall are spread out and separated throughout the building, as well as at different locations within the city. This separation creates many inefficiencies and challenges. The existing building does not provide for onsite dedicated meeting rooms. In addition, the City may pursue creating a municipal court, which would require additional space and resources.

It is important to note that not all City departments reside at 1515 Strongs Avenue. Several City departments are offsite, and will remain offsite with the potential move of City Hall.

The following departments are proposed to be located within the new City Hall:

- Assessor's Office,
- City Attorney,
- Clerk's Office,
- Community Development / Inspection,
- Community TV / Website,
- Comptroller / Treasurer,
- Mayor's Office,
- Parks, Recreation, and Forestry,
- Personnel / Human Resources,
- Police/Emergency Management, and
- Public Works / Engineering.

Approximately, 96 employees will reside within the new City Hall, with 58 of them being located within the Police Department and/or shift retention. In addition, the new City Hall will need to have adequate space for meeting/conference rooms, such as an area to hold Common Council meetings and municipal court.

## **2. Scope of Services**

The Scope of Services for this project includes three components: Organizational Needs Analysis, Facilities Space Utilization Assessment, and Recommendations, which shall include an Architectural Design Layout of the potential relocation facility.

### **I. ORGANIZATIONAL NEEDS ANALYSIS**

The organizational needs analysis component shall include, at a minimum, the following tasks:

- A. Evaluation of the individual workspace needs for existing and future services and staffing, including a council chambers and municipal court. Future space needs shall be outlined in a phased approach of 10, 20, and 30 years.
- B. Evaluation of interdepartmental cooperation and collaboration which includes the allocation of shared resources, scheduling conflicts, and effectiveness/productivity.
- C. Evaluation of the ease of communication within departments and between departments.
- D. Analysis of the specialized equipment space needs for departments (e.g. computer network, telecommunications, HVAC, etc.)
- E. Modifications designed to enhance service delivery and increase the efficiency of space utilization.
- F. Formulation of standards for departmental housing functions, which require interface and/or proximal location to one another.
- G. Development of recommended standards for the city's space needs.
- H. Application of the recommended standards to existing and future staffing functions. Future needs shall be outlined in a phased approach of 10, 20, and 30 years.

### **II. SPACE / FACILITIES UTILIZATION ASSESSMENT**

The space/facilities utilization component shall provide a comprehensive assessment of current space utilization and allocation for existing operations and staffing at City Hall, as well as, recommendation(s) for utilization of the proposed City Hall based off the needs analysis. This component shall include, at a minimum, the following tasks:

- A. Preparation of an analysis and findings of the current space allocation for existing staff, by department and functional use.
- B. Analysis of future space needs for each department, and departmental layout plan for meeting such needs. Future space needs shall be outlined in a phased approach of 10, 20, and 30 years.

- C. Preparation of an illustration of the current space allocation for visitors and customer service operations.
- D. An analysis and findings of the current space allocation for visitors and customer service operations.
- E. Preparation of an illustration that represents the current space allocation for shared needs such as conference rooms, lunchrooms, restroom facilities, and parking.
- F. An analysis and findings of the current space allocation for shared needs such as conference rooms, lunchrooms, restroom facilities, and parking.
- G. Preparation of an illustration that represents the current space allocation for specialized equipment such as computers, telecommunications, HVAC, electrical facilities, etc.
- H. An analysis of the current space allocation for specialized equipment.
- I. Identification and analysis of current space constraints and/or inefficiencies.
- J. Formulation of a comparison of the City's current space allocation in relation to acceptable industry standards.
- K. Review and make recommendation(s) concerning existing office space, relative to the needs of each department housed at City Hall and recommended office space and layout for all City Hall departments.
- L. Evaluation of infrastructure condition, life expectancy, replacement schedule, and cost of improvements and utility systems at current and proposed City Hall locations.

### **III. RECOMMENDATIONS/DELIVERABLES**

The recommendations component shall include, at a minimum, the following tasks:

- A. Evaluation of the most optimal and efficient layout within the proposed facility for departments or uses, including the potential for additional future space needs, if any. Deliverables should include an illustrative layout of departments within the building and square footages associated with each department and/or use, and a narrative that explains the reasoning for such.
- B. Provide an implementation strategy on the relocation of departments, including potential costs and timing. Deliverable shall include a narrative report and supporting materials.
- C. Development of alternative solution concepts that range from remodels with minor reconstruction, to new construction and their associated costs. Concepts should include phasing, temporary facilities, and transition costs. Deliverable shall include a narrative report and supporting materials.

**3. City Responsibilities:**

- A. City will provide building plans of the 933 Michigan Avenue, potential future City Hall. See exhibit C for a site layout of the facility.
- B. City will provide a plan outlining current staffing and departmental locations at City Hall, 1515 Strongs Avenue.
- C. City will provide at its discretion other pertinent information upon request from consultant.

**4. Consultant Responsibilities:**

- A. The Consultant shall assign a primary and an alternate representative to perform the services described within the Scope of Services. Both shall be identified in the proposal. The Consultant's representative shall remain responsible for all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, the alternate representative shall become the primary representative.

**5. Input and Community Relations**

Once chosen, the selected firm will meet with each City department/office to better define the results being sought and the methodology the firm will use.

The firm will provide preliminary findings to the City at which time refinements to the project and can be requested.

The firm will provide a final report and presentation to the City.

**6. Timeline for Study Process**

- City Releases RFP – February 5, 2013
- Response to RFP due to City – March 15, 2013
- Official selection of consultant by City – April 15, 2013
- Submit/Present first draft for review – July 24, 2013
- Final presentation of material to City Council – August 19, 2013

Dates are tentative and can be changed to accommodate schedules.

**7. Scoring Criteria: (to be reviewed by a selection committee comprised of City staff)**

- a. Qualification of Consultant
  - I. Experience of the project team on similar projects.
  - II. Project teams expertise in completing this type of needs analysis / facilities assessment.
- b. Proposed Study Methodology

- I. Sources of data.
- II. Standards of measurements.
- c. Understanding of RFP
  - I. Goals and purpose of study.
- d. Cost of Services

**8. Submittal Requirements:**

- Narrative response to RFP.
- Scope of work, including methodology.
- Proposed timeline for study process.
- Brief statement of qualifications, including summary of key personnel who will be assigned to the project.
- Summaries of examples of similar projects by project team.
- List of references for similar projects (minimum of 3).
- Cost proposal (separate sealed envelope attached to submission).

The City of Stevens Point reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not furnish the quality, or offer the services as required by the request for proposals description or scope of services, or proposals from firms who lack experience or financial responsibility. The City reserves the right not to award contracts.

Only sealed proposals received by the City will be accepted; proposals submitted by telephone, telegram, facsimile machines, are not acceptable. Five copies of the proposals must be submitted, along with an electronic copy on CD or USB flash drive.

All questions relating to the RFP must be emailed to [mostrowski@stevenspoint.com](mailto:mostrowski@stevenspoint.com) and responses will be posted on the City's website at: <http://stevenspoint.com/cityhallrfp>.

Responses to this RFP shall be titled "**City Hall Needs & Facilities Analysis**" and sent to:

**Michael Ostrowski**  
**Director of Community Development**  
**City of Stevens Point**  
**1515 Strongs Avenue**  
**Stevens Point, WI 54481**

**To be received no later than 1:00 P.M., Friday, March 15, 2013**

# Proposal

Friday | March 15, 2013



## City of Stevens Point

City Hall Organizational Needs Analysis &  
Facilities Space Utilization Assessment

Stevens Point, Wisconsin



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**In Separate Envelope**  
Cost Proposal





# #1 | Firm Introduction / Background

# Firm Introduction / Background

## Office Locations

### Milwaukee, Wisconsin

Matthew D. Wolfert, AIA, LEED AP  
Principal | Architect

215 North Water Street | Suite 250  
Milwaukee, Wisconsin 53202

Phone .....(414) 226-0200  
Fax .....(414) 226-0224  
Cell .....(920) 980-5548

matt@brayarch.com

### Sheboygan, Wisconsin

Lawrence C. Bray  
Principal

1202A North 8th Street | P.O. Box 955  
Sheboygan, Wisconsin 53082-0955

Phone .....(920) 459-4200  
Fax .....(920) 459-4205  
Cell .....(920) 946-1122

lbray@brayarch.com

## Staff by Discipline / Size

Architects	12
Project Managers	3
Draftspersons	9
Interior Designer	1
Specification Writer	1
Graphic Artist	1
Accountant	1
Administrative	2
<b>Total</b>	<b>30</b>

## Business Organization

Bray Associates Architects, Inc. is a sub-chapter S Corporation in the State of Wisconsin and is licensed to practice architecture in Wisconsin, Illinois, and Minnesota.

**Office Collaboration**  
Bray Architects' Milwaukee and Sheboygan offices collaborate on every job undertaken by the organization. We will again partner to provide the highest quality planning and design services possible to the City of Stevens Point.



# Firm Introduction / Background

## Firm History / Background

Bray Associates Architects, Inc. was founded in 1962 by Lawrence E. Bray in Sheboygan, Wisconsin. Mr. Bray graduated from the Massachusetts Institute of Technology in 1951 and worked with several leading architectural firms prior to forming Bray Architects with his brother Jack. Larry Bray Sr. successfully led the firm until his retirement in 1996.

Bray Architects is currently under the direction of Larry Sr.'s two sons, Lawrence C. Bray and Geoffrey J. Bray. Under their leadership, Bray Architects has grown into an architecture and interior design firm focusing on various project types ranging in size from \$100,000 to \$100 million.

While originally focused on K-12 educational design, Bray Architects has evolved into a diverse group of specialists focusing on the design of K-12 education, higher education, civic/municipal, retail/commercial, financial/corporate, recreational, religious, arts, and justice/correctional projects.

Building upon the solid foundation established by two generations of the Bray family, Bray Architects is guided by the idea that public architecture and public buildings must above all function well, put the user at the center of the design, and connect those users to the community.

Although we continue to grow and evolve as an architectural practice in market sectors and geographical areas we serve, we remain true to what has been a cornerstone philosophy of our firm since the very beginning – ***listen closely to the client and create designs that meet their needs.***

Our approach to sustainable design is current and forward thinking as we work to exceed the professional services our clients have come to expect and deserve from Bray Architects.



### TIMELINE

- 1962** Bray Architects founded by Lawrence E. Bray
- 1996** Larry Bray Sr. retires, turning the firm over to his three children Larry, Geoff and Patty
- 2001** Bray receives 11 state and national awards for design of new Fond du Lac High School
- 2003** Bray establishes design studio in Milwaukee's Historic Third Ward
- 2007** Bray designs Goodman Park Maintenance Building – the City of Madison's first LEED Silver certified building
- 2008** Bray completes rebranding campaign, creating a new corporate identity & Website
- 2011** Bray designed Lake Mills Middle School receives LEED Platinum certification

# Firm Introduction / Background

## Diverse Scope of Services

Our strengths lie in providing all architectural services including planning, design, construction documentation and construction administration.

In addition, we offer our clients a diverse scope of services that can be customized to meet the specific needs of any project. These services include:

- Existing facility analysis and master planning
- Facility and site studies
- Schematic design & conceptual cost estimating
- ADA compliance review
- Construction documentation and specifications
- Construction related services (CRS)
- Design / build services
- Fundraising and / or public referendum assistance
- Building completion and closeout process
- High performance building design
- Leadership in Energy & Environmental Design (LEED)
- Building information modeling (BIM)
- Interior design and / or space planning
- Design / specification of loose equipment and/or furniture
- Detailed building / space programming
- Landscape architecture
- Facilitation of community / public input
- Theatrical / performing arts planning and design
- Leadership in Energy and Environmental Design (LEED) documentation
- Geothermal conductivity analysis and / or design of geothermal HVAC system & associated ground source (borefield or pond)
- Digital building energy modeling





# #2 | Proposed Project Team

# Proposed Project Team



## Architecture | Programming | Needs Assessment | Cost Analysis

Lawrence C. Bray  
Principal-in-Charge

Stephen J. Kuhnen, AIA  
Principal | Planning & Design Architect

Matthew D. Wolfert, AIA, LEED AP  
Principal | Project Manager

Michael A. Hacker, AIA, NCARB, LEED AP  
Architect



### Civil Engineering Landscape Architecture

Rick Rettler, RLA, ASLA  
President

Rick Zahn, PE  
Civil Engineer

Jeff Bahling, RLA, ASLA  
Landscape Architect



### Plumbing & Fire Protection Design Electrical Engineering

Curt Krupp  
President | Electrical Project Manager

Tim Kehoe  
Plumbing & Fire Protection Project Manager



### HVAC Design / Engineering

Bert Fredericksen  
Vice President

Randy All  
Principal

# Proposed Project Team

Every project commenced at Bray Architects is under the direct supervision of one or more of the firm's principals. These principals take an active role in the day to day progress of your project. It is this direct participation that ensures the highest level of professionalism required to make a complex project such as yours a success.

The team proposed for the Stevens Point City Hall Needs and Facilities Analysis includes three owners of the firm who have been crucial members of the organization for over 70+ years.

## Bray Associates Architects, Inc.

Architecture | Programming | Needs Assessment | Cost Analysis

**Lawrence C. Bray**  
Principal-in-Charge



**Stephen J. Kuhnen, AIA**  
Principal | Planning & Design Architect



**Matthew D. Wolfert, AIA, LEED AP\***  
Principal | Project Manager

**Michael A. Hacker, AIA, NCARB, LEED AP**  
Architect



## Representatives

Matt Wolfert would serve as the primary representative and Larry Bray would be the alternate representative.



## Resumes for Bray Project Team

### Lawrence C. Bray

Principal-in-Charge

#### Education

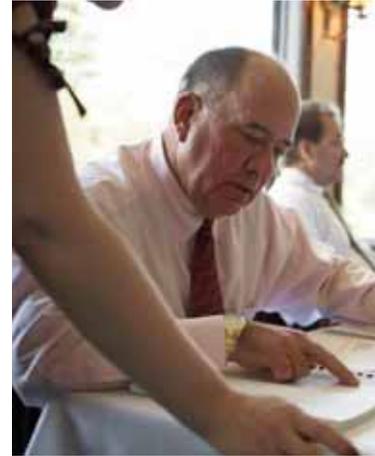
- University of Miami  
Bachelor of Business Administration Degree
- University of Wisconsin-Madison  
Continuing Education Programs

#### Responsibilities / Experience

Client representatives will have direct contact with Mr. Bray, who coordinates the project team and emphasizes a strong design nucleus. The management function, on an administrative level, will be provided by Mr. Bray. His expertise in this area will facilitate a balance in project decision-making by having management and design in exact equilibrium.

He has extensive experience in client relations, project administration, design, scheduling and cost control. He has directed his staff to implement Total Quality Management programs that stress quality control and accuracy to provide consistency for both small and large projects.

Mr. Bray will be involved in the project's progression from schematics, design development and construction documents through construction observation. He is proficient in committing the necessary resources and providing appropriate technical staff to ensure the successful completion of the project.



## Resumes for Bray Project Team

### Stephen J. Kuhnen, AIA

Principal | Planning & Design Architect

#### Education

- University of Wisconsin-Milwaukee  
Bachelor of Architecture
- Harvard University  
Postgraduate Seminars

#### Registration

- Wisconsin Architect
- California Architect

#### Associations

- American Institute of Architects
- AIA Wisconsin - Northeast Chapter

#### Responsibilities / Experience

Mr. Kuhnen will lead the planning and design efforts for the Bray Architects team.

The professional experience of Mr. Kuhnen includes over 30 years in the practice of architecture, site planning, space planning and master planning. He has been involved in the design of a wide variety of project types from multi-million dollar public complexes to small-scale renovations. This breadth of experience is brought to each project and allows for creative solutions to each client's specialized needs.

Mr. Kuhnen believes that each project is unique and should respond to the specific requirements of the owner, user, site, community and culture of an area rather than to a specific style or trend. With his multi-disciplined design and management back-ground, Mr. Kuhnen is able to integrate the design of site, exterior and interior to create a unified design concept that relates to its surrounding environment and upholds its functional use.

His design and planning approach is interactive, dependent upon significant client/user input and feedback. He recognizes that effective, innovative solutions arise as a result of dynamic interaction between client, user group and architect.



## Resumes for Bray Project Team

### Matthew D. Wolfert, AIA, LEED AP

Principal | Project Manager

#### Education

- University of Wisconsin-Milwaukee  
Master of Business Administration
- University of Wisconsin-Milwaukee  
Bachelor of Science - Architectural Studies

#### Registration

- Wisconsin Architect
- Leadership in Energy and Environmental Design  
Accredited Professional

#### Associations

- American Institute of Architects
- AIA Wisconsin | Southeast Chapter
- United States Green Building Council (USGBC)
- Middleton-Cross Plains Area School District STEM Advisory Board

#### Responsibilities / Experience

Mr. Wolfert has been a member of the Bray Architects team for over 15 years. He established and directs the Milwaukee office and focuses on business development and project management – almost exclusively in the public sector.

Mr. Wolfert started with Bray as an intern and has worked his way from the print room to directing large, complex, multi-million dollar projects in various market sectors including higher education, civic/municipal, recreation, and K-12 education.

Mr. Wolfert brings to every project a unique ability to understand and articulate the client's goals and objectives, to establish and maintain design and construction schedules and budgets, to seek quality design within an established budget, and to select and manage both the consultant/engineer team and internal architectural and interior design team.

Mr. Wolfert will be involved in the project's progression from planning through project closeout. He is proficient in committing the necessary resources and providing appropriate technical staff to ensure the successful completion of the project.



## Resumes for Bray Project Team

### Michael A. Hacker, AIA, NCARB, LEED AP

Architect

#### Education

- University of Wisconsin-Milwaukee  
Master of Architecture
- University of Wisconsin-Milwaukee  
Bachelor of Science - Architectural Studies

#### Registration

- Wisconsin Architect
- Illinois Architect
- Leadership in Energy and Environmental Design  
Accredited Professional

#### Associations

- American Institute of Architects
- AIA Wisconsin | Milwaukee Chapter  
- Historic Resource Committee | Co-Chairperson
- United States Green Building Council (USGBC)
- National Council of Architectural Registration Boards
- Eisenhower Center | Vice President - Board of Directors

#### Responsibilities / Experience

Mr. Hacker will assist in the programming and schematic design phases and will lead the design development and construction documentation efforts of the Bray team. He will focus on merging the functional needs of the each department with the overall design direction established during the planning phase.

Mr. Hacker will be responsible for generating all schematic floor plans, site plans, and three-dimensional modeling of the proposed project. His ability to translate owner requests immediately into the third dimension is critical in keeping the project on schedule, and very important when seeking approval of public sector authorities.



# Proposed Project Team

The engineering team below has been expressly selected for the City of Stevens Point City Hall Needs and Facilities Analysis because of their experience, successful working relationship with our firm and also because they are the very best in civil, landscape, mechanical and electrical design and engineering.

In addition, the mechanical and electrical design team below has worked on more than 95% of all Bray Architects' studies and projects over the past 15-20 years.

## **Rettler Corporation**

Civil Engineering | Landscape Architecture

3317 Business Park Drive  
Stevens Point, Wisconsin 54481

Phone: .....(715) 341-2633

Fax: .....(715) 341-0431



## **Fredericksen Engineering, Inc.**

HVAC Design / Engineering

12308 Corporate Parkway  
Suite 400

Mequon, Wisconsin 53092

Phone: .....(262) 243-9090

Fax: .....(262) 243-9233



## **Muermann Engineering, LLC**

Plumbing Design / Engineering

Electrical Engineering

116 Fremont Street  
Kiel, Wisconsin 53042-0235

Phone: .....(920) 894-7800

Fax: .....(920) 894-7916



# Proposed Project Team

## Rettler Corporation

Civil Engineering | Landscape Architecture

Rettler Corporation is a progressive firm specializing in site design and development. Our comprehensive range of services and our commitment to building partnerships provide clients with the expertise they need to turn their visions into reality.

Our services include landscape architecture, golf course architecture, civil engineering, land surveying, planning, site construction management, site maintenance, irrigation design, storm water analysis, athletic facility development, downtown redevelopment, shoreline restoration and master planning. Established in 1989 in Stevens Point, Wis., Rettler Corporation has provided clients with a variety of design services involving public works, industrial, institutional, school, municipal, professional, residential, commercial and athletic projects.

Rettler Corporation stands out for several reasons. Our comprehensive range of services provides greater opportunities for clients, saving time and money. Our staff has extensive experience and the most up-to-date technology to creatively design projects that meet the aesthetic and functional needs of each client. We insist on quality and clarity. Equally important, we have a passionate commitment to creating solid partnerships with our clients. We strive to understand their needs and work closely together to address them.

This conscientious, thorough approach, coupled with a sensitivity to offer several design options, makes us a strong partner on any design team. Our goal is simple: to satisfy our client. We welcome the opportunity to serve you with unique freshness in each design.



## Resumes for Rettler Project Team

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### KEY PERSONNEL

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Rick Rettler, President

#### PROFESSIONAL CREDENTIALS

Bachelor of Science, Landscape Architecture, UW-Madison  
Registered Landscape Architect in Wisconsin, Idaho, Michigan and  
Minnesota

#### PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

Vice Chairman, State Examining Board for Landscape Architects  
American Society of Landscape Architects Member  
Wisconsin Society of Landscape Architects Member  
Recognition Award for Public Service American Society of Landscape  
Architects  
USTC & TBA - Past-President  
Portage County Community Enhancement Steering Committee  
Portage County Business Council  
Plover Area Business Association  
Community Image Enhancement Committee  
YMCA Board of Directors  
St. Michael's Hospital Foundation Board of Directors



#### EXPERIENCE

Mr. Rick H. Rettler, President and founder of Rettler Corporation, is actively involved in each Rettler Corporation project. The cost-effective, intricate design of each project is a result of the extensive experience Mr. Rettler and staff bring to design, planning, engineering and surveying solutions in the Midwest.

In Mr. Rettler's more than 30 years in the landscape architecture, site development and construction industry, he has worked on a variety of projects throughout the Midwest. This experience and education has helped him to understand potential problems and offer viable solutions in this region. He has developed and managed numerous projects including athletic sports facilities and complexes, city/county park systems, urban planning and subdivision development for entities such as school districts, park and recreation departments, municipalities and universities. Working with a diverse mix of clients and owners, Mr. Rettler has developed economical and innovative design solutions to meet each need.

Also the company pilot, Mr. Rettler is able to offer clients a range of photography of their site, from digital aerial shots before and after construction to on-site documentation during construction. State-of-the-art photography capabilities allow our firm to submit this documentation to the client in a timely fashion, helping to expedite a project from concept to completion.

## Resumes for Rettler Project Team

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### KEY PERSONNEL

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Rick Zahn, Civil Engineer

#### PROFESSIONAL CREDENTIALS

Bachelor of Science, Civil Engineering, Marquette University, Wisconsin  
Professional Engineer - Wisconsin  
Leadership in Environmental Design - Intermediate Training

#### PROFESSIONAL AFFILIATIONS & MEMBERSHIPS

National Society of Professional Engineers  
Portage County Business Council Partners in Education Committee  
Rotary International

#### AREAS OF EXPERTISE

Civil Site Design  
Storm Water Planning and Analysis  
Water and Wastewater System Project Management  
Construction Contract Administration  
Community Development - Grant Writing  
Business Education Partnerships

#### KEY PROJECTS

UW Stout Recreation Facilities - Menomonie, WI  
Northcentral Technical College - Wausau, WI  
U.W. Marching Band - Madison, WI  
Shorewood High School - Shorewood, WI  
U.W. Whitewater - Whitewater, WI

#### EXPERIENCE

Mr. Zahn has more than 30 years experience in all aspects of the planning, design and construction of municipal, institutional and private infrastructure and site construction elements. Mr. Zahn has assisted clients in evaluating the status of existing facilities, establishing long term needs and developing design programs targeted to these needs. He has assisted in preparing funding and permit applications for local, State and Federal agencies.

Mr. Zahn has prepared a variety of stand-alone civil design projects including K-12, University and Technical College facilities, landfills, roadways, storm water facilities, dams, potable water supply, treatment, storage and distribution facilities. Mr. Zahn has served as construction contract administrator on facility, utility and transportation projects ranging from \$1 to \$15 million in construction value. He has served as Discipline Manager for Construction Services, establishing technical standards and policy for a group of over 200 construction engineering professionals within a large consulting firm.



## Resumes for Rettler Project Team

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### KEY PERSONNEL

Jeff Bahling, Senior Landscape Architect

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#### PROFESSIONAL CREDENTIALS

Bachelor of Science, Landscape Architecture, UW-Madison  
Registered Landscape Architect in Wisconsin and Illinois

#### PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

American Society of Landscape Architects  
Wisconsin Society of Landscape Architects (WASLA)  
Portage County Business Council - Community Image Enhancement  
Committee  
WASLA Member-at-Large 2000-2003  
City of Stevens Point Board of Park Commission-2006 to Present



#### AREAS OF EXPERTISE

Project Management  
Site Design/Master Planning  
Construction Management  
Construction Observation

#### KEY PROJECTS

Sun Prairie High School Planning and Construction Documents - Sun Prairie, WI  
Southwest Park Master Plan and Construction Documents - De Pere, WI  
Lake Geneva Unified School District Master Plan - Lake Geneva, WI  
Village of Ashwaubenon Sports Complex - Ashwaubenon, WI  
St. Norbert College Planning and Construction Documents - De Pere, WI  
Greenway Station Master Plan and Construction Documents - Middle, WI  
North Fond du Lac School District Athletic Complex Master Plan and Construction Documents - Fond du Lac, WI

#### EXPERIENCE

Mr. Bahling has participated in a broad spectrum of projects throughout Wisconsin. During his 19 years with Rettler Corporation, he has offered expert knowledge of site analysis, creativity and functional design solutions while incorporating client input and selections in successful designs. As a Registered Landscape Architect and Project Manager, Mr. Bahling has coordinated projects, contacted regulatory agencies, designed schematic alternatives, prepared final plans, developed specifications, estimated costs and observed construction.

Mr. Bahling has developed and maintained long-term relationships with several clients for design and consulting services. Mr. Bahling's excellent communication skills are a key attribute in partnering with clients throughout each project. He has established exemplary service and leadership while working at Rettler Corporation.

# Proposed Project Team

## **Fredericksen Engineering, Inc.**

HVAC Design / Engineering

Fredericksen Engineering is a consulting engineering firm with more than 150 years combined experience in the mechanical engineering field. In the firm's 59 year history we have specialized in consulting and design services with projects completed throughout the United States.

Bert Fredericksen first entered private practice in partnership with John A. Lofte on May 1, 1953 with the firm name being Lofte & Fredericksen. Upon John Lofte's retirement in 1974, the corporate name was changed to Bert Fredericksen, Inc. In 1985 John Fredericksen was named President of the firm along with Bert Fredericksen, Jr. being named Vice President. In 1992 Bert Fredericksen, Sr. retired from active service. In July of 1999, Bert Fredericksen, Inc. became Fredericksen Engineering, Inc.

Our consulting services primarily encompass the preparation of detailed drawings and specifications for competitive bidding and construction. In addition, we can also provide comprehensive services in the areas of energy conservation, construction cost estimates, energy/cost analysis, and construction management.

Engineering today is no longer simply providing heating and ventilation to meet state and local codes. The engineer must take into account energy/cost relationships, energy management systems, computer control systems, acoustics, heat reclaim, and other specialty applications. Fredericksen Engineering is experienced with all aspects of design and is capable of attacking even the most difficult engineering problems.

Our goal is a satisfied client and Fredericksen Engineering will strive at all times to achieve that goal. We are proud of our reputation for providing clean, concise construction documents. For more than 50 years we have worked hard to gain the respect of the construction industry and we look forward to strengthening that standing in the future.



## Resumes for Fredericksen Project Team



### **BERT FREDERICKSEI**

Professional Engineer  
Fredericksen Engineering, Inc.  
Vice President

#### FREDERICKSEN ENGINEERING, INC.

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Our primary practice involves the design of HVAC systems for schools, governmental buildings, church and senior living.

#### EDUCATION

Valparaiso University – Bachelor of Science Mechanical Engineering - 1980

#### PROFESSIONAL ENGINEER REGISTRATION

Wisconsin – Since 1984  
Michigan – Since 1988

• Illinois – Since 1994  
Iowa – Since 1998

## Resumes for Fredericksen Project Team



### **RANDY AL**

Professional Engineer  
Fredericksen Engineering, Inc.  
Principal

#### EDUCATION

- University of Wisconsin - Platteville - Bachelor of Science Mechanical Engineering - 1990

#### EXPERIENCE

Randy Al is a partner in the firm and brings important and significant understanding to his position.

His extensive and varied experience coupled with a solid engineering background provides valuable insights to projects as they develop. His engineering degree provided the opportunity to work as a Mechanical Engineer, a Project Design Engineer and as a Design/Build HVAC Engineer in the building industry. His life experiences bring to the table a finer understanding of the construction process from the point of view of the clients he serves.

He is currently our Senior Project Engineer and is a valuable resource to the Project Engineers in the firm.

#### PROFESSIONAL ENGINEER REGISTRATION

- |                           |                             |
|---------------------------|-----------------------------|
| Wisconsin – Since 1994    | • Pennsylvania – Since 2008 |
| Ohio – Since 2010         | • Mississippi – Since 2011  |
| Georgia – Since 2011      | • Minnesota – Since 2011    |
| North Dakota – Since 2011 |                             |
| Oklahoma – Since 2012     |                             |

# Proposed Project Team

## **Muermann Engineering, LLC**

Plumbing Design/Engineering  
Electrical Engineering

Muermann Engineering is a registered, insured professional consulting firm providing electrical, telecommunication, plumbing, and fire protection design services. The firm began in 1987 and has grown to become a solid resource for engineering design services.

With offices in Kiel and Milwaukee, Wisconsin, they have a staff of over 26 individuals that serve statewide and national clients practicing in the areas of architecture civil and mechanical engineering.

*Solid planning, superior solutions... it's the way we do business, the way we ensure the highest quality electrical and plumbing design services we proudly provide.*

Their wide expertise in electrical, telecommunications, plumbing, and fire protection technologies allows them to proficiently serve a number of market sectors including: commercial, educational, financial institutions, health care, hospitality/water parks, housing, industrial, municipal, religious institutions, retail, and wastewater/water treatment.

They are on the leading edge of alternative energy design, offering creative "green" project solutions that are cost effective and environmentally sound. In addition, Muermann Engineering has LEED certified personnel. Designing flexibility into their projects allows them to maximize energy savings and maintain comfortable facilities for their clients.



## Resumes for Muermann Project Team

Mr. Krupp has extensive project management experience for educational, commercial and municipal facility projects and specializes in lighting, power distribution, and special systems design and is knowledgeable in the areas of computer networking, phone systems, data distribution, CATV distribution, fire alarms, CCTV, and security.

Curt has provided design for:

- Building power distribution
- Building lighting
- Emergency power systems
- Uninterruptible power systems (UPS)
- Building alarm systems
- Building intercom, telephone and public address systems
- Telecommunication systems and data cable distribution
- Process control systems
- Motor controls
- Lightning and surge suppression
- Generator addition and replacement



**Curt F. Krupp - President**  
**Electrical Designer/Project**  
**Manager**

### EDUCATION

- Attended Milwaukee School of Engineering—Electrical Program
- Moraine Park Technical College, WI Civil/Structural Engineering
- Hughes Institute, Alexandria, Virginia—Designing electrical systems for facilities, electrical distribution
- University of Wisconsin—Madison—Electrical System Design
- Illuminating Engineering Society of America (IES) - Commercial and Industrial Lighting Certificate
- Commercial and Industrial Lighting Certificate

### PROFESSIONAL AFFILIATIONS

- Institute of Electrical and Electronics Engineers (**IEEE**)
- Illuminating Engineering Society of North American (**IES**)
- Instrument Society of American (**ISA**)

## Resumes for Muermann Project Team

Mr. Kehoe is responsible for project engineering and management; directing team members and providing technical expertise from schematic design through final design and construction administration on many types of projects. Tim has over twenty years of experience in plumbing system design, including waste, vent and water distribution systems, medical gas piping design, and fire protection. His background includes design in the following settings:

- Higher Education Facilities
- Healthcare Facilities
- Commercial Facilities
- Industrial Facilities
- Financial Facilities

### **EDUCATION**

- Attended Milwaukee School of Engineering - Mechanical Program
- Milwaukee Area Technical College – Mechanical Design

### **REGISTRATION**

- Registered Plumbing Designer - State of Wisconsin

### **PROFESSIONAL AFFILIATIONS**

- American Society of Plumbing Engineers
- Wisconsin Healthcare Engineers Association



**Timothy D. Kehoe**  
**Plumbing Engineer**  
**Department Manager**



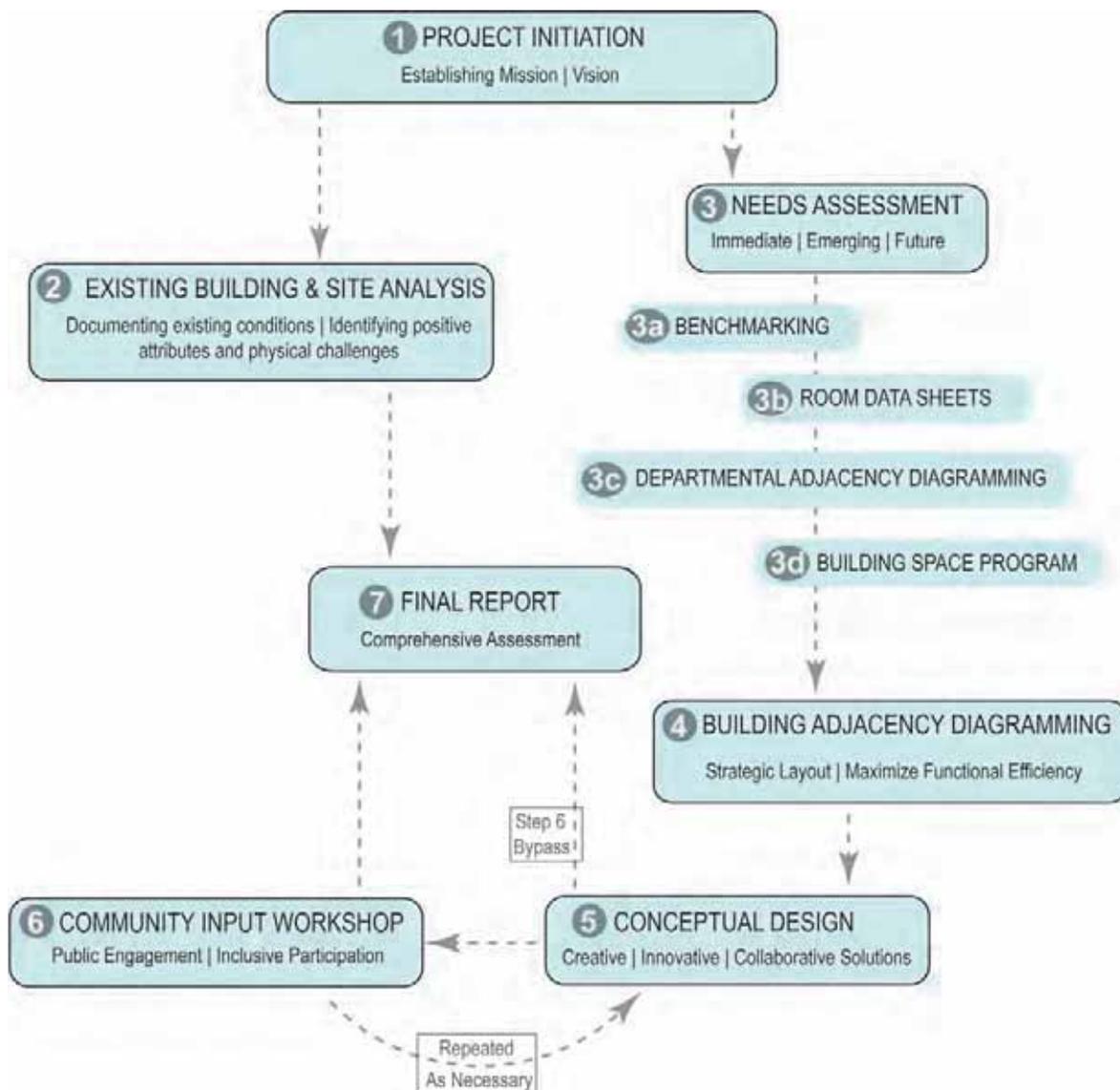
# #3 | Project Approach

# Project Approach

## Proven Approach

The following seven step needs assessment process has been developed by Bray Architects and implemented on hundreds of public sector building projects. The goal is to provide a structured approach to determining building needs that not only considers what the department or community needs to serve today's needs but also looks to the future to develop both emerging and future requirements.

This proven approach is only successful because of our strong belief in, and desire to, listen and respond to our clients needs. Each community or department we engage in the needs assessment process has a unique set of needs and an approach to defining those needs that does not automatically fit a predefined process.



# Project Approach

## 1 Project Initiation

### Goals

- Establish a decision making structure/approach
- Define the vision and objectives
- Establish or confirm owner's day-to-day contact
- Determine schedule with critical reporting or funding dates
- Gather existing information - e.g. drawings, past studies

### Process

Bray Architects proposes that a permanent six to eight member Project Advisory Committee (PAC) be established to initiate the needs assessment process and to participate throughout the study in guiding the team's efforts. Through a project initiation meeting Bray Architects would define its needs assessment approach, tools, and methods; and identify more completely all aspects of police operations to be included in a new or expanded facility.

It is Bray Architects' intent to utilize the proposed PAC at key points throughout the needs assessment process to both report progress and review and consider information and issues coming forth from the study process and their impact on the direction of the team's work.

### Deliverables

- Project or study mission statement
- Owner and design team project directory
- Preliminary schedule

### Two-Tiered Committee Approach

In our experience, the best way to establish the inter-relationship between administration, department leadership, staff, user groups and community would be to involve them in a two committee structure. The Project Advisory Committee (PAC) consists of members from each affected department with varying responsibilities for the day-to-day operation of these departments.

The PAC would report to a Steering Committee. The Steering Committee consists of a few members of the PAC as well as elected officials, citizens, city manager, union representatives, financial personnel, etc. The Steering Committee is the group that is ultimately responsible to make a recommendation to the City Council.



# Project Approach

## 2 Existing Building & Site Assessment

### Goals

- Document current condition of existing building(s)
- Identify Americans with Disabilities Act (ADA) deficiencies
- Review building system and site utility capacities to determine future expansion capabilities
- Review general condition of existing site infrastructure - e.g. asphalt, concrete, drainage, landscaping, etc.

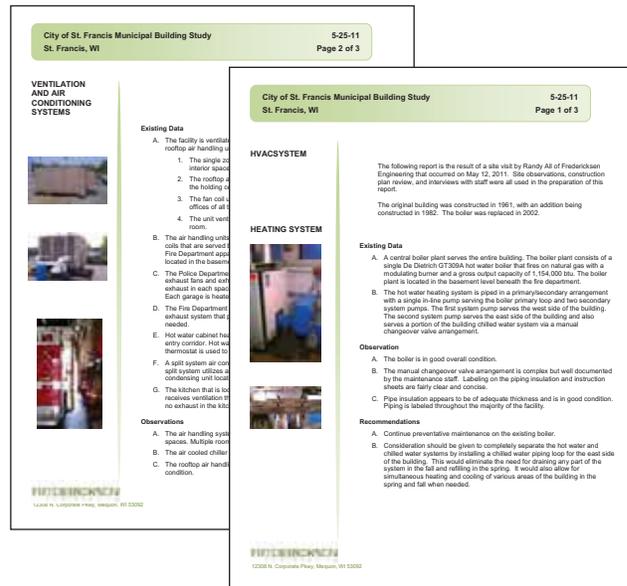
### Process

Bray Architects, along with civil, mechanical and electrical engineers, will conduct detailed walkthroughs of the existing buildings and sites. Existing conditions will be documented and estimations of the anticipated remaining useful life of building systems and equipment will be prepared.

The information gathered during the building and site assessment phase will be of great value when considering potential reuse of the existing building and/or site. Even if it is not the owner's intention to expand or remodel the existing building(s), community members often want to know why a new building is being proposed instead of reusing the existing building and/or site.

### Deliverables

- Written reports on existing building plumbing, HVAC and electrical systems
- Photographic documentation of current building and site deficiencies for use in communicating why repair, renovation, or replacement are needed
- ADA report identifying existing conditions that do not comply with current standards
- Preliminary construction cost estimates for recommended equipment or building system upgrades



### Importance of Site Analysis / Site Selection

The availability of quality sites for construction of new or renovated facilities becomes more challenging as our communities continue to grow. The analysis of existing site conditions, or the evaluation of potential new sites, is more important than ever as site design and construction has become the most strictly monitored aspect of any building project.

Bray Architects understands the importance of existing site analysis or new site selection to establish the basis for a successful project. Existing site conditions can dramatically impact costs and usability - making it important to fully understand these issues before committing to a site.



# Project Approach

## 3 Needs Assessment | Immediate, Emerging and Future

### Goals

- Identify comparable communities and/or facilities to use as benchmarks when evaluating space needs
- Establish quantity, size and unique requirements of individual spaces through the creation of room data sheets
- Define departmental structure and establish proper relationships between spaces through diagramming
- Document immediate, emerging and future needs in a written building space program

### Process

Bray Architects will utilize a proven four step process to determine not only the current needs but also the emerging and future needs of the department.

This highly interactive process relies heavily upon an open dialogue between department leaders and the design team. The result is not just a listing of the number and size of spaces, but a written and graphic depiction of how each department should ideally be arranged.

A unique, and highly important component of our process, is the use of room data sheets. The quantity and size information from the room data sheet workshops are translated into the final space program while the adjacency requirements, unique electrical needs, and other specialized requirements of the spaces are documented for use during the detailed design phase.

### Deliverables

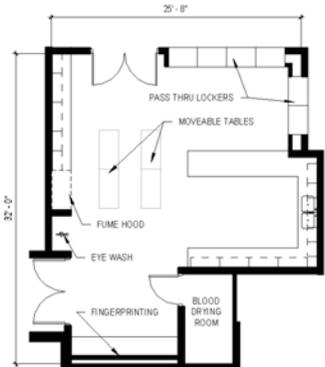
- Summary of benchmarking studies
- Room data sheets for all spaces in building program
- Departmental diagrams identifying interdepartmental adjacency requirements
- Final space program identifying immediate, emerging and future needs

### Graphic Approach to Assessing Needs

The images below and on the following pages exemplify the graphic approach that we believe greatly enhances not only the accuracy and validity of the needs assessment, but also puts our owners in a position to better understand the types, sizes and technical requirements of the proposed spaces early in the planning process.

## 3b Room Data Sheets

*Police Department Room Specification Guidelines*

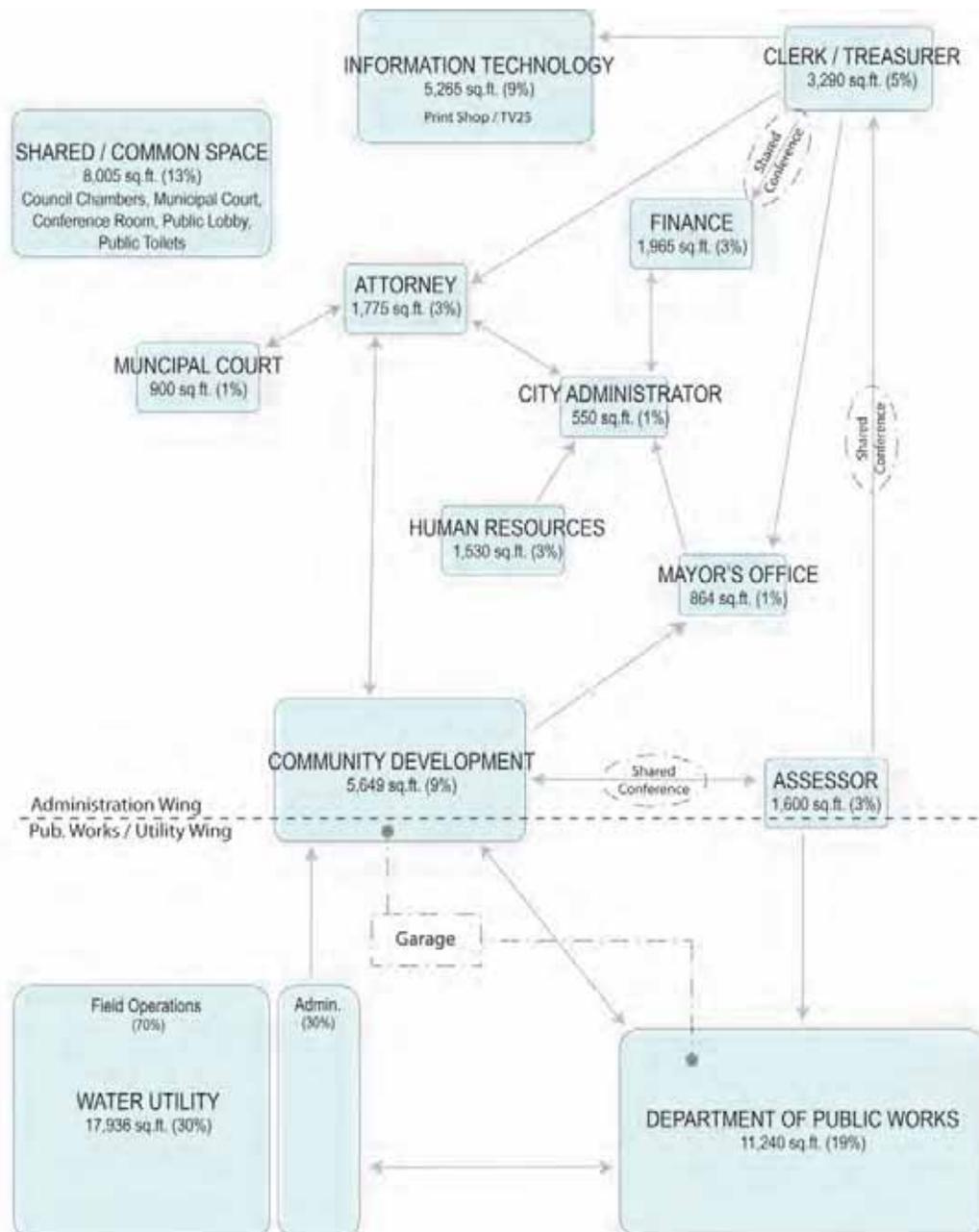


Evidence Processing	
Functional zone	Private
Functional area / department	Police Department
Users	Police Staff / Evidence Processing Tech
Normal occupancy (hours)	8am-5pm
Adjacencies	Evidence Drop, Evidence Storage
System Requirements in Plumbing	Fume Hood Sink and Cold Water Supply, Eye Wash and Shower Station, Sink, Floor Drain
HVAC requirements	Fume Hood Vent, Powder Hood Vent
Lighting requirements	Indirect
Power requirements	Multiple Double Duplex Outlets
Telephone	Voiceover IP
Data / technology	CAT6
Acoustical	Intercorn Speaker
Finishes in Flooring & base	Epoxy
Walls	Concrete Block / Painted Gypsum Board
Ceiling	Acoustical Tile
Ceiling Height (minimum)	8'0"
Furniture by owner	Stainless Steel Tables
Additional Requirements / Notes	Blood Drying Cabinet, Pass thru evidence storage lockers including a refrigerated pass thru unit.

# Project Approach

**3** Needs Assessment | Immediate, Emerging and Future

**3c** Departmental Adjacency Diagramming



# Project Approach

**3** Needs Assessment | Immediate, Emerging and Future

**3d** Building Space Program

NEW POLICE DEPARTMENT  
VILLAGE OF MOUNT PLEASANT  
MOUNT PLEASANT, WISCONSIN  
BRAY PROJECT NO. 2964



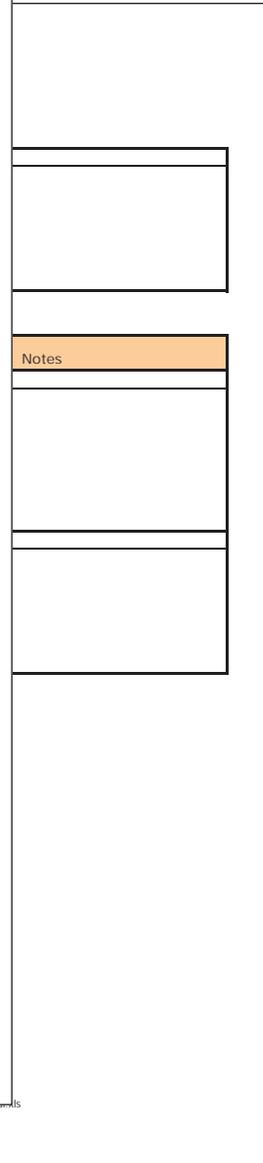
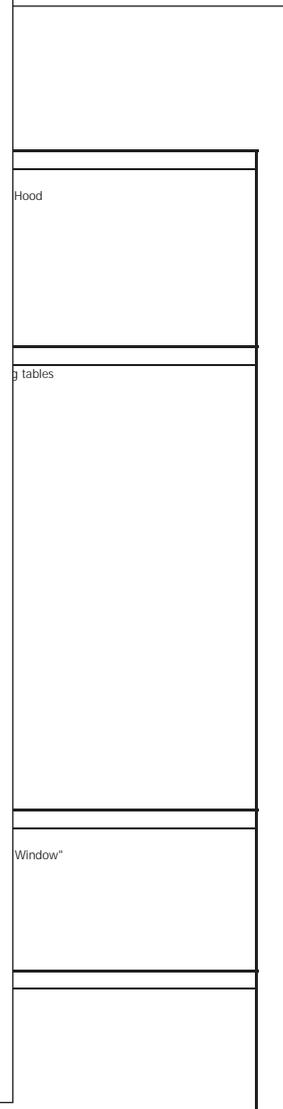
Bray Associates Architects, Inc.  
Milwaukee, Wisconsin

Tuesday | September 29, 2009

## SPACE PROGRAM

NEW POLICE DEPARTMENT

Program Space	Proposed Program Area	Notes
<b>Administrative Area</b>	<b>2,340</b>	
Lobby/Waiting (for up to 5 persons)	250	
Receptionist	80	
Small Conference	100	
Administrative Toilet/Shower	100	
Chief Office	300	
Captain Office	200	
Captain Office	200	
Administrative Records/ Vault	200	
Administrative Conference Room	350	12 to 16 Persons
Secure Filing Room	200	
Copy/Fax/Kitchenette	160	
General Storage	200	
<b>Investigations Area</b>	<b>1,890</b>	
Command Office	200	Sergeant
Investigators Workstation 1	100	
Investigators Workstation 2	100	
Investigators Workstation 3	100	
Investigators Workstation 4	100	
Investigators Workstation 5	100	
Investigators Workstation 6	100	
Conference Room	320	10-12 Persons
Task Force Meeting Room	180	Major Case Room
Hard Interview Room 1	80	Monitored
Hard Interview Room 2	80	Monitored
Soft Interview Room	80	Monitored
DVR Monitoring Station	100	
Storage/Kitchenette/Copy	150	
Evidence Closet	100	
<b>Sally Port/Detention Area</b>	<b>3,569</b>	
3 Vehicle Sally Port (Drive Through)	1,500	Ambulance/Fire Truck Size
Search Vestibule	120	Secure Air-lock
Weapons Lock-up	100	
Male Group Holding Cage	175	Bulpen 4-6 persons
Female Group Holding cage	175	Bulpen 4-6 persons
Cell 1	115	Plumb. shutoff outside cell
Cell 2	115	Plumb. shutoff outside cell
Interview Room 1	80	
Interview Room 2	80	
Interview Room 3	80	Monitored
Interview Room 4	80	Monitored
Juvenile Cell	115	Plumb. shutoff outside cell
Processing/Booking/Intox.machine	650	Sim. To Greenfields
Prisoner Toilet	64	
Prisoner Pick-up/Bond Out Exit	120	



# Project Approach

## 4 Building Adjacency Diagramming

### Goals

- Establish a full building diagram that considers functionality, departmental adjacency requirements, and site constraints
- Explore the advantages and challenges with one story versus multiple story buildings
- Define a clear delineation between public, semi-public and private departments and/or spaces
- Develop an overall conceptual building and site layout that is agreed upon by the owner and the design team before detailed floor and site plans are developed

### Process

This is one of the more highly interactive phases of the needs assessment process. It is the first time that the owner and design team begin to visually experience how the building may interact with the site and how each department may interact with each other.

This on site design charrette typically takes two days. The first day numerous preliminary layouts are reviewed and narrowed down to the top 2-3 choices. Day two involves detailed conversations on the advantages and disadvantages of the final 2-3 layouts with the end result being either 1 or 2 layouts being selected for further exploration.

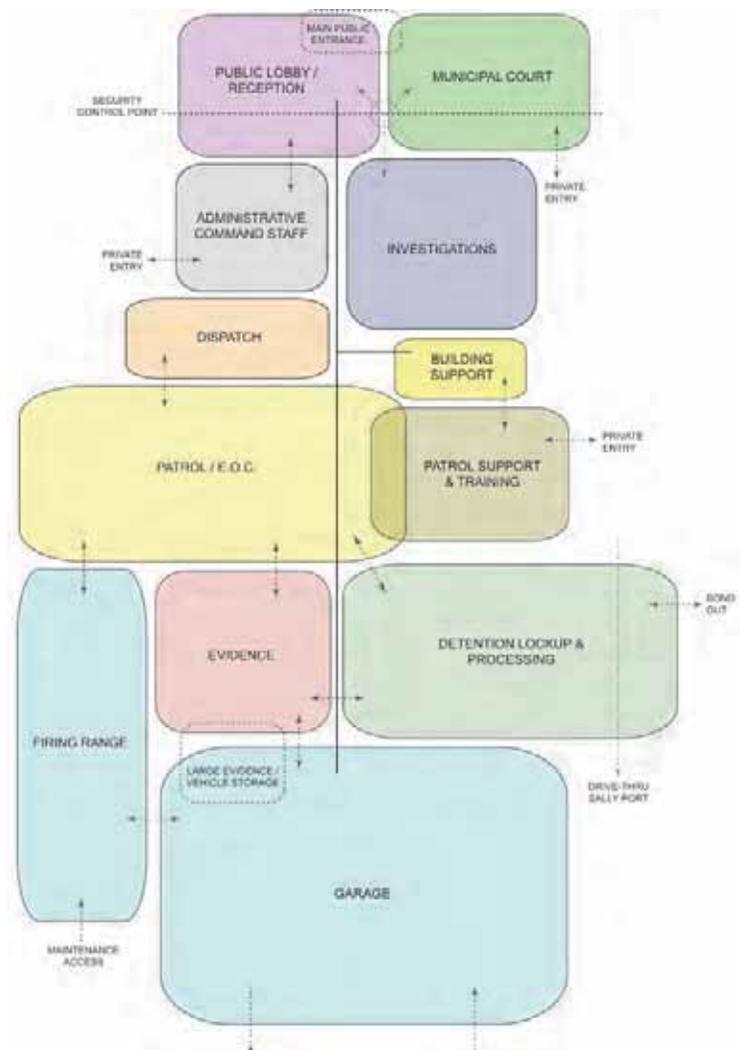
### Deliverables

- Conceptual floor and site diagrams that indicate major circulation paths, site restrictions, department locations, major building entrances, etc.
- Stacking diagrams documenting the advantages and disadvantages of a one versus multi story building
- Test fit diagrams showing preliminary building layouts on proposed new sites or as additions to existing buildings

### Highly Visual and Interactive Phase

The image below represents the building adjacency diagramming that is typically developed collaboratively by the owner and the design team. Site diagrams are also developed at this time.

The goal is to proceed to the conceptual design phase with a generally accepted site and building arrangement that has defined major decisions such as number of stories, departmental adjacencies, major site restrictions, important public entrances, secure zones of the building, etc.



# Project Approach

## 5 Conceptual Design

### Goals

- Confirm the findings of the space programming and diagramming phases through plan development
- Establish green/sustainable design/LEED goals for the proposed project as they may impact site plan, floor plan and budget development
- Develop conceptual floor plans that respond to the proposed site and give sufficient detail for the owner to clearly understand how the building will function
- Generate conceptual site plans that identify ingress and egress locations, parking and drives, setback requirements, environmental features, public spaces, etc.
- Prepare conceptual cost estimates for the option or options being recommended for community input

### Process

As with the adjacency diagramming phase, the conceptual design phase relies heavily upon owner input and critical analysis of the conceptual floor and site plans.

Typically the conceptual design phase takes two or three work sessions with a similar number of conference calls and/or online design meetings.

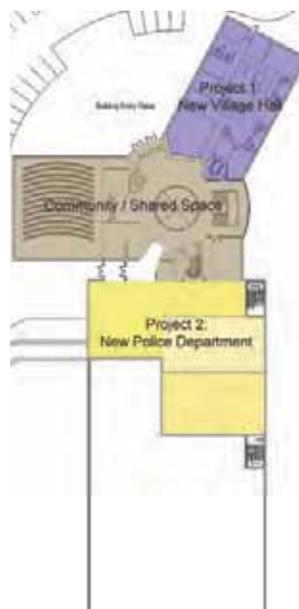
The key to a successful conceptual design effort is for all parties to analyze the options based on how processes will be enhanced by the new building, not how those processes are undertaken today.

### Deliverables

- Conceptual site and floor plan(s)
- Preliminary cost analysis for options being considered
- Major building and/or site sections that are required to understand the proposed building, site or the relationship between the two

### Conceptual Floor Plans, Site Plans and Cost Analysis

This will be the first opportunity for the owner and design team to begin visualizing refined floor plans and experiencing how the building will function. The main objective of this phase is to confirm the space needs, generate conceptual floor and site plans, and establish preliminary cost estimates for the options being considered.



# Project Approach

## 6 Community Input / Work Session

### Goals

- Provide community members with structured opportunities to provide input into the planning or design process
- Establish both passive and active communication strategies to gain a broader cross section of feedback
- Provide elected officials with the findings of the community input / work session(s) so they can decide how to proceed with a possible building project knowing that the greater community has had an opportunity to participate
- Develop a structure that engages community members prior to the final report being issued

### Process

Bray Architects almost 50 years of public sector planning and design experience has provided us with an understanding and great appreciation for the engagement of the community and taxpayers in open dialogue regarding facility needs and proposed solutions.

Effective communication with the community involves a comprehensive plan developed early in the planning and design process that includes both passive and active strategies.

One of the most effective, and widely used, strategies for soliciting public input is the use of public forums or workshops. In these sessions the primary decision makers (owner, department heads, Bray Architects, engineers, construction professionals, and public finance staff) experience first hand the thoughts, comments, concerns and questions that are at the forefront for the community.

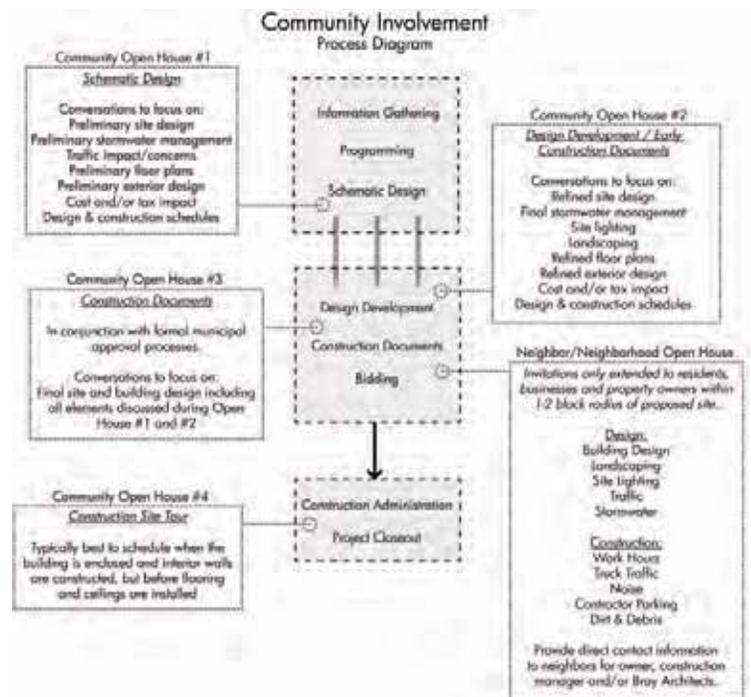
### Deliverables

- Meeting minutes and sign in sheets from community open houses
- Video documentation of open houses and/or listening sessions

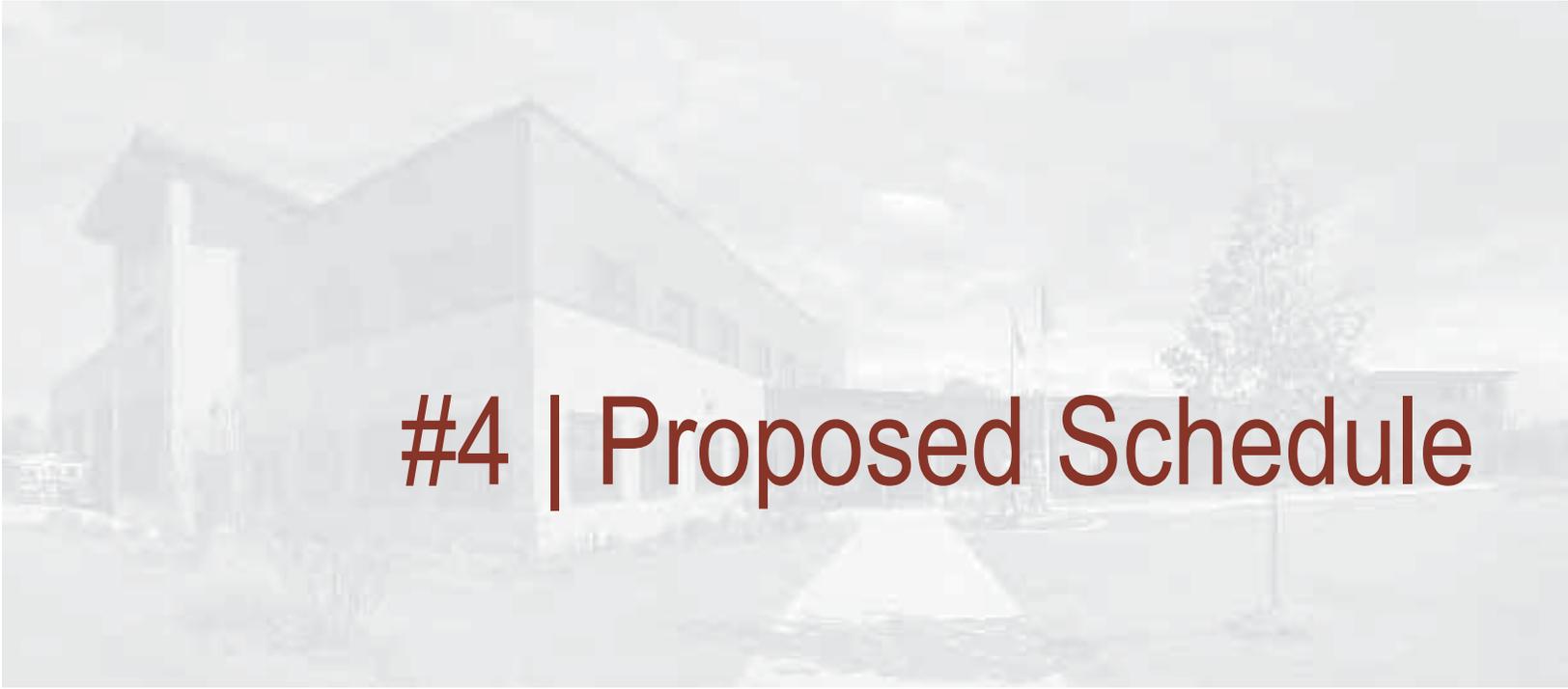
### Community Listening Session | Open House Style Event

The structure for the open house events is critical to their success. The traditional approach is to make a formal presentation and follow that with a question and answer session. Bray Architects has successfully implemented an open house style event that provides better opportunity for open dialogue and input without the lecture-type atmosphere.

The open house is a one to two hour event in which community members are invited to stay for 5 minutes or the full two hours. Tables or stations are set up for the owner, financial representative, and Bray Architects.







# #4 | Proposed Schedule

# Proposed Schedule

## Responsibility Legend

	City of Stevens Point		Bray Architects
	Collaboartive Effort of City & Bray Architects		Approval to Proceed

Below is a preliminary schedule we would envision for the proposed study. We understand that the process must remain flexible and propose the schedule below only as a starting point for conversation with the City.

		2013											
		March		April		May		June		July		August	
	<b>Architect Selection</b>												
Phase 1	<b>Project Initiation</b>												
	Preparation of A/E contract												
	Establish decision making structure												
	Gather existing building and site information												
	Kick off meeting												
Phase 2	<b>Existing Building &amp; Site Analysis</b>												
	Building tours with mechanical & electrical engineers												
	Site tours by civil engineers												
	Preparation of building system reports												
	Presentation of findings of building system reports												
Phase 3	<b>Needs Assessment</b>												
	Initial programming meeting												
	Development of initial space programs												
	Follow up programming meeting												
	Development of room data sheets												
	Finalization of space program and room data sheets												
	Authorization to proceed with Phase 4												
Phase 4	<b>Building Adjacency Diagramming</b>												
	Translate program into diagrammatic building layouts												
	Translate program into addition/renovation diagrams												
	Meeting to review diagrammatic building layouts												
	Update of diagrammatic layouts based on City input												
	Provide final diagrammatic layouts for approval												
	Authorization to proceed with Phase 5												
Phase 5	<b>Conceptual Design</b>												
	Translate diagrammatic layouts into site & floor plans												
	Presentation of site and floor plans to City												
	Update site & floor plans based on City feedback												
	Development of cost analysis for preliminary plans												
	Presentation of preliminary plans & costs to City												
	Update site & floor plans based on City feedback												
	Preparation of final plans and costs												
	Presentation of final plans & costs to City												
Authorization to proceed with Phase 6													
Phase 6	<b>Community Input Workshop(s)</b>												
	Determine structure / dates for community outreach												
	Hold open house #1												
	Hold open house #2												
Phase 7	<b>Final Report</b>												
	Preparation of draft report for City review												
	Submission of preliminary report												
	City review of draft report												
	City direction on modifications to draft report												
	Finalization of report												
	City review of final report												
	Presentation fo City Council												
	<b>Submission of Final Report</b>												



# #5 | Relevant Experience

# Relevant Experience

The experience in this section represents the diversity of the municipal, governmental, public safety, and civic planning and design portfolio Bray Architects has developed as a 50 year leader of Wisconsin's public sector design community.

The majority of these completed projects are the result of comprehensive programming and planning efforts performed by our firm. In many cases they also represent repeat clients, something we are very proud of and work extremely hard to achieve.

## Administration

Beaver Dam City Hall & Fire Station	Beaver Dam, WI
Caledonia City Hall & Library	Caledonia, MN
DeForest Village Hall, Police & Fire Stations	DeForest, WI
Delafield City Hall & Library	Delafield, WI
Department of Motor Vehicles Lab	LaCrosse, WI
Department of Motor Vehicles Renovation	Sheboygan, WI
Dodge County Clearview North Renovation	Juneau, WI
Horicon City Hall & Library	Horicon, WI
James P. Coughlin Center DNR Addition	Oshkosh, WI
Jefferson City Hall	Jefferson, WI
Kewaunee County Administration Center	Kewaunee, WI
Kiel City Hall & Police Station	Kiel, WI
Lanark City Hall & Library	Lanark, IL
LEED Certified Office Building	Johnstown, PA
Madison Metropolitan Sewerage District Non Process Buildings Study	Madison, WI
Madison Water Utility Admin & Operations	Madison, WI
Monona City Hall, Police & Fire/EMS Station	Monona, WI
Mount Pleasant Village Hall & Police Station	Racine, WI



# Relevant Experience

## Administration - continued

Pewaukee Village Hall & Police Station	Pewaukee, WI
Platteville City Hall & Police	Platteville, WI
Sheboygan County Administration Building	Sheboygan, WI
Social Security Administration	Fond du Lac, WI
St. Francis City Hall, Police & Fire Station	St. Francis, WI
City of St. Francis New City Hall, Police & Fire Station	St. Francis, WI
Town of Rome Town Hall, Police, Fire, EMS and Highway	Nekoosa, WI
Verona City Hall & Police Station	Verona, WI
Washington County Public Agency Center	West Bend, WI
Waterloo City Hall & Police Station	Waterloo, WI
Waukesha City Hall & City Hall Annex	Waukesha, WI
Winnebago County Oshkosh B'Gosh	Oshkosh, WI
Winnebago County Pleasant Acres	Oshkosh, WI



## Law Enforcement

DeForest Village Hall, Police & Fire Stations	DeForest, WI
Delafield Public Safety Building	Delafield, WI
Greenfield Law Enforcement Center	Greenfield, WI
Horicon Police, Fire & EMS Building	Horicon, WI
Jefferson Police Station & Public Utility Building	Jefferson, WI
Kiel City Hall & Police Station	Kiel, WI



# Relevant Experience

## Law Enforcement - continued

LEED Certified Office Buidling	Johnstown, PA
Madison South District Police Station	Madison, WI
Madison West District Police Station	Madison, WI
Marinette County Jail & Sheriff's Department	Marinette, WI
Middleton Police, Fire & EMS Study	Middleton, WI
Milwaukee County Sheriff's Training Academy	Franklin, WI
Monona City Hall, Police & Fire/EMS Station	Monona, WI
Mount Pleasant Village Hall & Police Station	Racine, WI
Northeast WI Regional Public Safety Building	Brown County, WI
Pewaukee Village Hall & Police Station	Pewaukee, WI
Platteville Police Station	Platteville, WI
Sheboygan County Detention Center	Sheboygan, WI
St. Francis City Hall, Police & Fire Station	St. Francis, WI
City of St. Francis New City Hall, Police & Fire Station	St. Francis, WI
Town of Rome Town Hall, Police, Fire, EMS and Highway	Nekoosa, WI
US Customs & Border Protection	Rangeley, ME
US Drug Enforcement Administration	Southeast, WI
Verona City Hall & Police Station	Verona, WI
Waterloo City Hall & Police Station	Waterloo, WI

## Fire | EMS

Beaver Dam Fire Station & City Hall	Beaver Dam, WI
Delafield Public Safety Building	Delafield, WI



# Relevant Experience

## Fire | EMS - continued

DeForest Village Hall, Police & Fire Stations	DeForest, WI
Delavan Fire Station	Delavan, WI
Fond du Lac Fire Station	Fond du Lac, WI
Greenfield Fire Station No. 1	Greenfield, WI
Hales Corners Fire Station	Hales Corners, WI
Horicon Police, Fire & EMS Building	Horicon, WI
Johnson Creek Fire Department	Johnson Creek, WI
Kiel Fire Station	Kiel, WI
LaCrosse Fire Station No. 3	LaCrosse, WI
Madison Fire Station No. 7	Madison, WI
Middleton Police, Fire & EMS	Middleton, WI
Monona City Hall, Police & Fire/EMS Station	Monona, WI
Mount Calvary Fire Station	Mount Calvary, WI
Nashotah Fire Station	Nashotah, WI
Omro Fire Station	Omro, WI
Platteville Fire/EMS Facility	Platteville, WI
Sheboygan Fire Station No. 2	Sheboygan, WI
Sheboygan Fire Station No. 4	Sheboygan, WI
Sister Bay Fire & EMS Station	Sister Bay, WI
South Shore Fire Station No. 8	Racine, WI
St. Francis City Hall, Police & Fire Station	St. Francis, WI
City of St. Francis New City Hall, Police & Fire Station	St. Francis, WI
Town of Rome Town Hall, Police, Fire, EMS and Highway	Nekoosa, WI



# Relevant Experience

## Fire | EMS - continued

Two Rivers Fire Station	Two Rivers, WI
Two Rivers Fire Station Training Tower	Two Rivers, WI
Verona Fire & EMS Station	Verona, WI
Waukegan Fire & EMS Station	Waukegan, WI



## Public Works | Utilities

Burlington Integrated Public Works	Burlington, WI
City of Greenfield Public Works	Greenfield, WI
Delafield Public Works	Delafield, WI
Goodman Park Maintenance Facility	Madison, WI
Jefferson County Hwy Maintenance Facility	Jefferson, WI
Jefferson Police Station & Public Utility Building	Jefferson, WI
Plymouth Utilities Operation Center	Plymouth, WI
Madison Metropolitan Sewerage District Non Process Buildings Study	Madison, WI
Madison Water Utility Admin. & Operations	Madison, WI
Sheboygan Falls Municipal Garage	Sheboygan Falls, WI
Town of Rome Town Hall, Police, Fire, EMS and Highway	Nekoosa, WI
Waterloo Water & Light Admin. & Operations	Waterloo, WI
We Energies Vehicle Storage Garage	Appleton, WI
Waukesha Water Utility, Municipal Parking Ramp, and Downtown Transit Center	Waukesha, WI



# Relevant Experience

## Civic | Library | Recreation | Senior Center

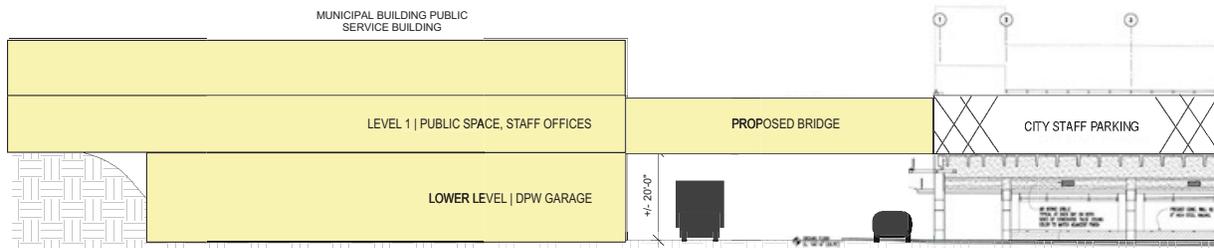
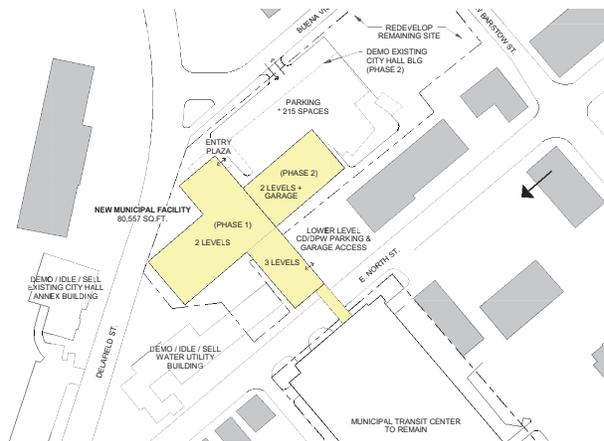
Caledonia City Hall & Library	Caledonia, MN
Camp Manitowish YMCA	Boulder Junction, WI
Dane County Park Shelter	Madison, WI
DeForest Area Public Library	DeForest, WI
Delafield City Hall & Library	Delafield, WI
Elkhart Lake Library/Civic Center	Elkhart Lake, WI
Fond du Lac County Recreation Center	Fond du Lac, WI
Franklin Senior / Recreation Center	Franklin, WI
Greenfield Community Center	Greenfield, WI
Greenfield Public Library	Greenfield, WI
Hartland Community Center	Hartland, WI
Horicon City Hall & Library	Horicon, WI
Lanark City Hall & Library	Lanark, IL
Monona Senior & Recreation Center	Monona, WI
Oconomowoc Community Center	Oconomowoc, WI
Pekin Park District	Pekin, IL
Platteville City Hall & Police Station	Platteville, WI
Rosemary Garfoot Public Library	Cross Plains, WI
Sheboygan Aviation Heritage Center	Sheboygan, WI
Waunakee Senior Center	Waunakee, WI
Waunakee Village Center	Waunakee, WI
Whitewater Community Aquatic Center	Whitewater, WI



# Civic | Municipal

## City of Waukesha

Waukesha, Wisconsin



## Municipal Facilities Study

Bray is working with the City of Waukesha on a space needs analysis that will result in the analysis of the potential construction of a new or renovated multipurpose building. This study aims to identify all spatial requirements related to fourteen city departments spread amongst five existing facilities in an effort to consolidate the City's infrastructure into a single shared facility.

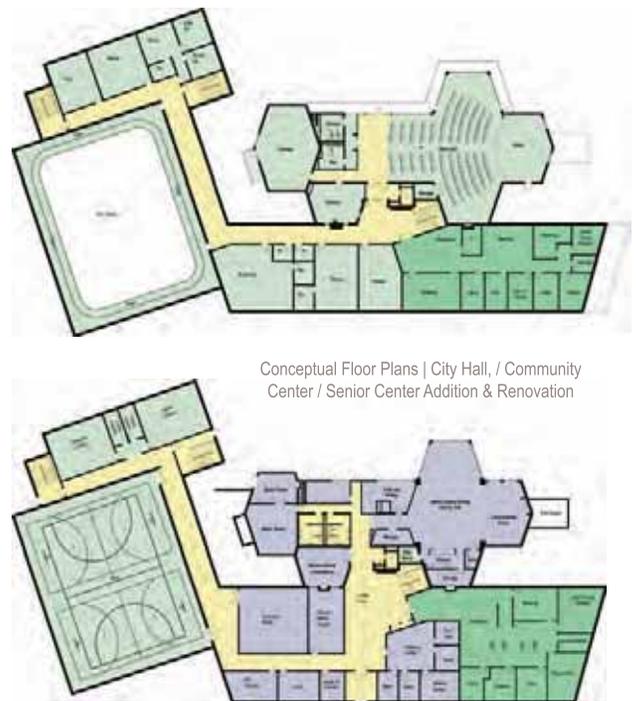
The study has been divided into four detailed phases, each of which comprises a section of the final study document.

1. Departmental programming will be initiated with a space needs worksheet completed by each respective department head then reviewed by the design team.
2. The design team will engage specialized consultants while conducting current building assessments on each existing building including the review of current life cycle cost analyses.
3. The team will then work closely with the building committee to identify a series of project development options which will be assessed across four previously identified potential project sites, each of which will be reviewed in detail and assessed for appropriateness.
4. The document is then completed by final study summaries and development options concluding with a professional recommendation.

# Civic | Municipal

## City of Monona

Monona, Wisconsin



## Space Utilization and Facilities Study

Bray Architects completed a space utilization and facilities study for the City of Monona's City Hall and Community Center. The current City Hall houses the police department, fire/EMS department, and city administration. The current Community Center houses the parks and recreation department and the senior center.

The purpose of the study was to:

1. Provide conceptual floor plans of one or more alternative building layouts to serve the city hall, community center, senior center, police, fire and EMS services over the next 20 years.
2. Review current structural, mechanical and electrical components of the buildings
3. Determine the primary facility needs and make a recommendation for future building locations
4. Provide a general timeline for the project(s) from design to completion of construction

For solutions that involved construction of a new building, we assisted the City in site analysis and selection. For solutions that considered additions or renovations to the existing buildings, we provided the City with a master plan to allow for a phased implementation.

## Civic | Municipal

### City of St. Francis

St. Francis, Wisconsin



### Municipal Building Relocation, Expansion or Renovation Study

Bray Architects recently completed a municipal building relocation, expansion or renovation study for the City of St. Francis.

The result of the study was a determination of how the current municipal building could be renovated, expanded or replaced to house the police department, fire department, city administration, and council chambers/municipal court room.

For solutions that involve construction of a new building, we assisted the City in preliminary site analysis. For solutions that included additions or renovations to the existing building, we provided the City with a master plan to allow for a phased implementation.

# Civic | Municipal

## Village of Mount Pleasant

Racine, Wisconsin



## New Village Hall & Police Department

Bray Architects completed needs analysis, programming, architectural/engineering, and interior design services for the new Mount Pleasant Village Hall and Police Department.

The 65,000 square foot, \$13.5 million building consolidates multiple Village operations onto one site including:

- Village Administration
- Village Board Chambers
- Emergency Operations Center (EOC)
- Firing Range
- Police Department
- Municipal Court Room
- Joint Dispatch Center
- Community Meeting Rooms

The building was constructed on an approximately 90 acre site located near the geographic center of the Village and abutting a large Village park. In addition to the new building, the site will house recreation/athletic fields and a public/private partnership for development of a large recreation center.

# Civic | Municipal

## Village of Mount Pleasant | New Village Hall & Police Dept. Racine, Wisconsin



# Civic | Municipal

## City of Oak Creek

Oak Creek, Wisconsin



Conceptual Rendering | South Plaza / Entrance

## New Public Library | City Hall

Bray Architects has been hired to provide programming, architecture, interior design, engineering and community engagement services for the City of Oak Creek's new City Hall and Public Library.

The City will be developing a new City Hall and Public Library at the southwest corner of Drexel and Howell Avenues at the site of a former Delphi Automotive manufacturing facility. The new City Hall and Library will be the anchor for a major mixed use residential and retail development that will revolve around a new City Center / Town Square feature.

This new Civic Center complex will include approximately 70,000 – 100,000 square feet with the final size being established during the programming phase. It has not yet been determined whether the City Hall and Library will be stand alone facilities or be adjoined.

The City has allocated \$16 million for the Civic Center complex building. Some additional funding may be available for the Library, through a dedicated fundraising campaign.

# Civic | Municipal

## City of Oak Creek | New City Hall & Public Library

Oak Creek, Wisconsin



Conceptual Rendering | Looking South



Conceptual Site Plan



Conceptual Rendering | North Plaza / Entrance



Conceptual Rendering | Looking North

# Civic | Municipal

## City of Sheboygan

Sheboygan, Wisconsin



## New Police Station Study

Bray Architects was selected to perform a feasibility study and space needs analysis for the City of Sheboygan Police Department. The City of Sheboygan Police Department serves a population of approximately 51,000 people with a staff of 128. Sheboygan occupies an area of 14.46 square miles on the shore of Lake Michigan. The study included:

- Space Programming
- Schematic Design
- Preliminary Construction Cost Estimating

The study considered many options, including:

- Building new versus remodeling several existing buildings, including the existing historic city hall building.
- A joint City/County law enforcement center with training areas, computer facilities, and holding/interrogation facilities in proximity to existing courtrooms.
- A decentralized versus a centralized law enforcement program.

The final determination was for the City of Sheboygan to proceed on its own with a new 40,000 square foot facility.



## Civic | Municipal

### City of Delafield

Delafield, Wisconsin



### New Library & City Hall

This project includes a major addition and renovation to the City's existing municipal building which formerly housed Police, Fire, City Hall and Library functions.

After completion of a new Public Safety Building for the Police and Fire Departments, the southern section of the existing building was demolished to make way for the addition of a shared lobby and public library.

The existing two-story section of the building was renovated to house the city's administration functions along with a shared municipal-court and council chambers. The two-story lobby space links the single story library addition with the two-story renovated city hall.

The 10,000 square foot library includes patron seating blended with the fiction and non-fiction collections, children's library with a program room and office, teen space, two study rooms, staff services area and a "living room" complete with a fireplace and views of the downtown.

The building sits on a prominent site near the southern end of a pedestrian-friendly downtown. The design reflects the civic functions housed within and acts as a beacon for the community with a traditional clock tower and public plaza. The building as well as help to break up the massing from a street perspective.

# Civic | Municipal

## City of Delafield | New Library & City Hall

Delafield, Wisconsin



Upper Floor Plan



Main & Lower Floor Plans

## Civic | Municipal

### City of Delafield

Delafield, Wisconsin



### New Public Safety Building

The new Public Safety Building is the culmination of years of programming, planning and conceptual design work.

This new building is a shared-use facility that houses the City's Police, Fire and EMS Departments. It was constructed on a small site on the periphery of downtown that already housed the Department of Public Works Building.

The police side of the building is one-story and includes a garage with fencing for vehicle storage and evidence processing, a sally port, an evidence processing and storage area, a squad room, an intake space with soft and hard interview rooms, locker rooms, and administrative space for investigators, clerical, and police officials.

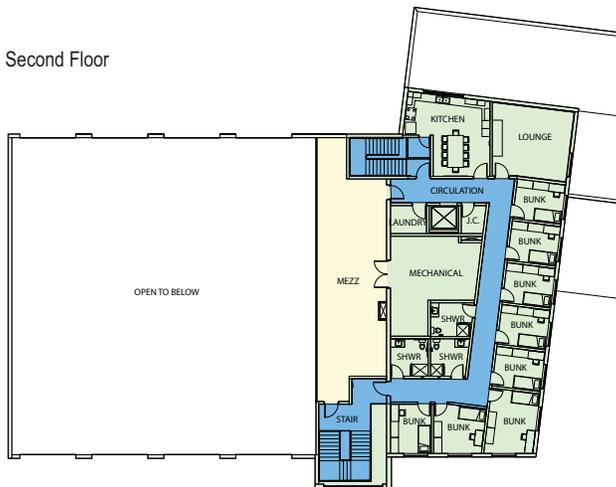
The fire/EMS side of the building is two-story and includes four, drive-through apparatus bays, a hose/training tower, administrative space for inspectors, paramedics and fire officials, eight bunks, a dayroom, and a kitchen.

Shared functions include the lobby, a 50-person training room, a 10-person conference room, and a fitness center.

# Civic | Municipal

## City of Delafield | New Public Safety Building

Delafield, Wisconsin



## Civic | Municipal

### City of Greenfield

Greenfield, Wisconsin



### New Law Enforcement Center

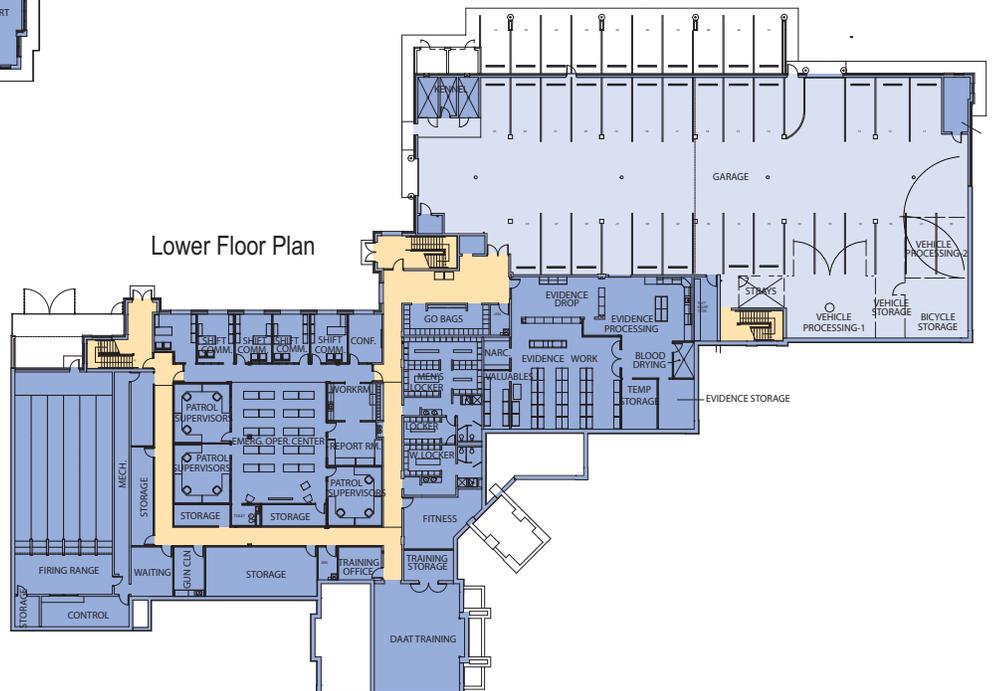
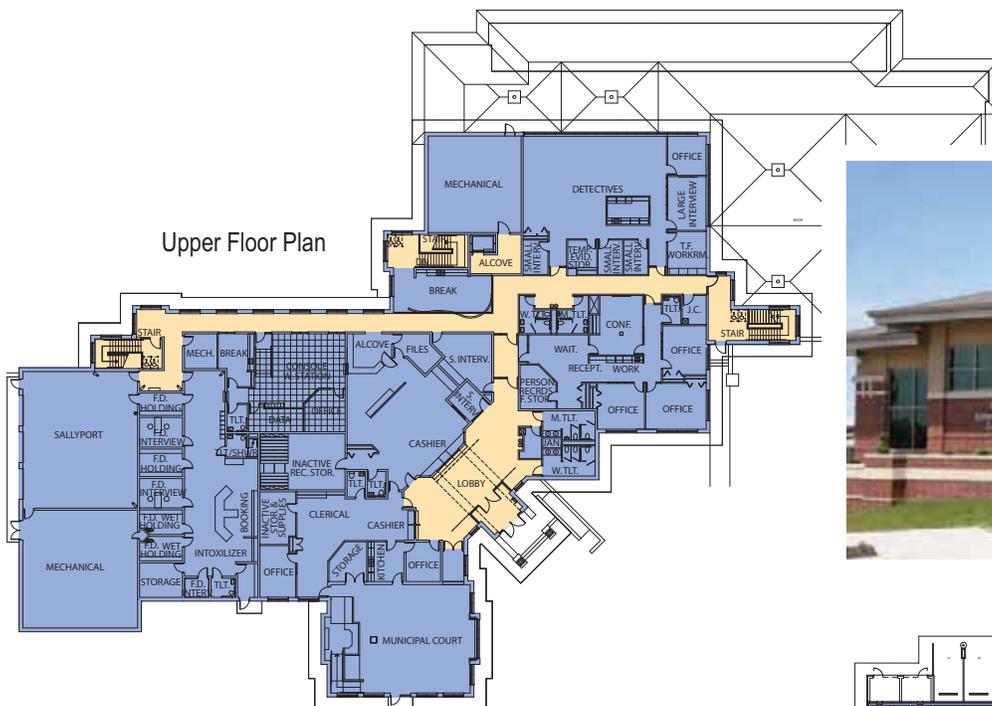
The new Greenfield Law Enforcement Center contains approximately 55,840 GSF. This modern facility is designed to serve a projected community population of approximately 39,750 residents with a total compliment of 96 sworn and non-sworn staff.

Along with spaces for evidence processing and storage, garage, prisoner processing and holding and requisite office spaces, the facility includes a Municipal Court that will also serve as a Community Space with seating for 100 people.

# Civic | Municipal

## City of Greenfield | New Law Enforcement Center

Greenfield, Wisconsin



## Civic | Municipal

### City of Verona

Verona, Wisconsin



### New City Hall & Police Station

An existing facility evaluation, population growth analysis, and programming study led to the design of a new police station, city hall and shared municipal court/common council chambers.

The 26,500 square foot police wing of the new building includes a 15-car garage, 2-car sallyport, booking/processing with one interview room and three holding cells, evidence area including evidence drop, processing and storage, training/DAAT room, fitness center, armory with gun cleaning, locker rooms, conference rooms, and a central patrol room for 24 officers surrounded by 10 offices for sergeants, lieutenants, detectives and the police chief.

The city hall portion of the building includes office and support space for the clerk, administrator, finance director, assessor, planning director, and building inspector. The shared municipal court/common council chambers seats over 100 and is equipped with the latest presentation, recording and broadcast technologies.

The total cost for the new 43,000 square foot Police Department, Council Chamber and City Hall was approximately \$7,500,000 and was delivered approximately 1% under budget.

The existing City Hall will continue to serve the community as a center for Parks and Recreation Department activities.

# Civic | Municipal

## City of Verona | New City Hall & Police Station

Verona, Wisconsin



## Civic | Municipal

### City of Madison

Madison, Wisconsin



### New West District Police Station

The new Madison Police Department West District Station is approximately 13,400 square feet devoted to providing police services to Madison's west side on a site that is approximately 2.23 acres.

The facility is designed for a total of 99 police personnel and approximately five administrative personnel. The building includes a community room that accommodates an additional 50 people. The facility will be occupied 24 hours a day.

## Civic | Municipal

### City of Madison

Madison, Wisconsin



### New South District Police Station

The new building is approximately 12,000 square feet devoted to the use of providing police services to Madison's south side.

The site is approximately 53,836 square feet or 1.2 acres. The facility is designed for a total of 85 Police personnel and approximately five administrative personnel. The building includes a community room that accommodates 50 people.

## Civic | Municipal

### Drug Enforcement Administration

Southeastern, Wisconsin



### New DEA Building

This building is the new home of the Milwaukee division of the Federal DEA. Bray Associates, in association with DRS Architects, worked with the DEA, GSA (real estate division of the federal government) and a private developer to design this new building.

The building sits on a reclaimed brownfield site adjacent to a major retail development. The site was chosen because it maintains a non-descript location while remaining convenient to amenities and major roadways.

The approximately 52,350 square foot, two-story building houses the field and administrative offices for DEA personnel. The first floor of the building contains parking for 43 vehicles along with vehicle maintenance and fitness facilities.

The second floor houses the office and support space for administrative, field and supporting personnel and agents. The design focuses on providing a class A office environment that allows natural light to as many spaces as possible - all the while ensuring that user safety and security remain a top priority.

## Civic | Municipal

### General Services Administration

Johnstown, Pennsylvania



Candidate Building



### Multi-Tenant Office Building

Bray Architects is a member of the design/build team delivering a new office building for the General Services Administration (GSA). This project includes significant coordination with multiple government agencies.

The approximately 14,700 square foot, two-story office building will house federal agencies on the first floor and second floors. Special consideration has been given to building materials, site design, HVAC and electrical systems to ensure the extensive security requirements are met.

The shell of the building will be constructed of a locally manufactured architectural precast concrete as a base with a cementitious board exterior for the top. These locally produced materials were specifically selected to provide a secure exterior, to contribute to LEED certification, and to provide the professional aesthetic being sought by the GSA.

The building is pursuing Leadership in Energy and Environmental Design (LEED) Silver certification under the New Construction program.

## Civic | Municipal

### City of Lanark

Lanark, Illinois



### Library & City Hall Renovation

This proposed renovation looks to restore an auto dealership and repair center located at the heart of downtown Lanark into a multiuse municipal facility. This 6,000 square foot renovation is planned to maximize functional efficiency by combining multiple civic services within a single facility. The Lanark City Hall and Public Library will be the initial building tenants with future renovation and expansion planned for the Lanark Police Department. Through a series of programmatic events, this facility will draw community members to the core of the City and will act as a development catalyst within the historic downtown.

# Civic | Municipal

## City of Lanark | Library & City Hall Renovation

Lanark, Illinois



 SIGNIFICANT RENOVEL  
 FUTURE POLICE DEPARTMENT



## Civic | Municipal

### Village of Pewaukee

Pewaukee, Wisconsin



### Village Hall & Police Department

The Village of Pewaukee is a community of approximately 9,000 people. The current facility will construct a new building that will include a 9,500 square foot Police Department with a 7,500 square foot Village Hall. The Village Hall portion of the facility includes a new Village Board Room and Community Space large enough for 75 people.

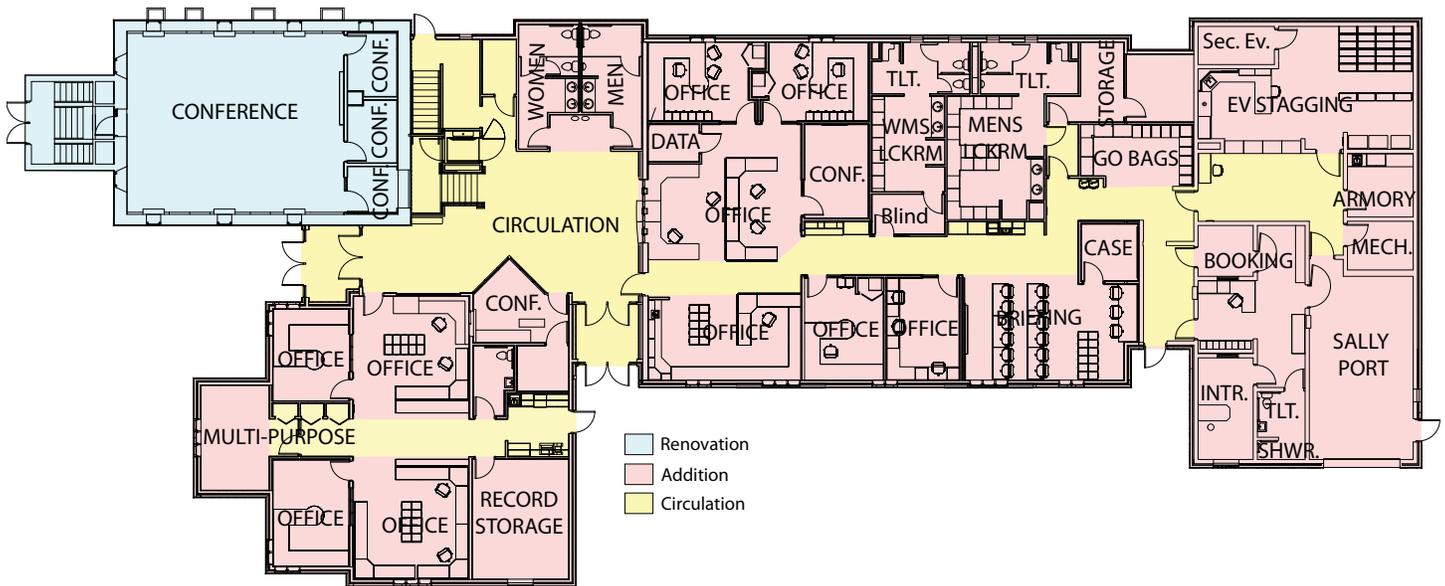
This facility will be located in a growing part of the community and will serve as a bridge between an expanding commercial district and established residential neighborhoods.

Bray Associates has been working with the Village of Pewaukee for over 5 years to develop a New Village Hall and Police Department facility. This effort has involved programming, site selection and evaluation, flood plain restoration studies, value engineering of addition and remodeling options, as well as cost comparisons of multiple options.

# Civic | Municipal

## Village of Pewaukee | Village Hall & Police Department

Pewaukee, Wisconsin



## Civic | Municipal

### City of Waterloo

Waterloo, Wisconsin



### Waterloo City Hall & Police Station

Growth in the population of Waterloo, Wisconsin created a need for additional space within the Police Department and the City Hall. The relocation of the Waterloo Fire Department to a new facility provided the city with 6,000 square feet of space in the existing Municipal Building. Expansion and remodeling of the existing building needed to plan for the continued operation of the Police Department and City Services during construction, as well as provide a new image for the Municipal Building that helps maintain the historic character of downtown Waterloo.

# Civic | Municipal

## City of Waterloo | New City Hall & Police Station



# Civic | Municipal

## City of Kiel

Kiel, Wisconsin



## City Hall & Police Department Study | Addition & Renovation

Bray Architects was selected by the City of Kiel to provide analysis and preliminary building plans addressing the present and future needs of the existing City Hall and Police Department. The study became a comparison of whether to renovate and expand the existing 83 year-old City Hall or to construct a completely new building.

Under the remodeling option, all police functions would be consolidated on the west side of the main floor, with ground level access from the garage to the south, or street level to the north. In addition it would convert the current city administrator's office and reception area into a council chambers, while the area across the hall to the north would be the administration, treasurer, and utilities offices.

The addition/renovation option would increase the total building area to 27,746 square feet, including the small addition to the west.

The City Hall, although in disrepair, is considered an integral part of the downtown and important to local businesses. A new facility would have made homeless some of the functions that have long been housed in City Hall, including the Kiel Municipal Band, the Kiel Cooperative Preschool, Kiel Boy and Girl Scout organizations and recreation programs such as Jazzercise classes.

In the end, the community favored renovation and expansion of the existing facility in lieu of building new.

## Civic | Municipal

### City of Kiel

Kiel, Wisconsin



### City Hall & Police Department Study | New Construction

Bray Architects was selected by the City of Kiel to provide analysis and preliminary building plans addressing the present and future needs of the existing City Hall and Police Department. The study became a comparison of whether to renovate and expand the existing 83 year-old City Hall or to construct a completely new building.

A series of public meetings were held to educate the community on the problems facing the Kiel City Hall as well as the potential solutions. The City used the study and public meeting process to hold an advisory referendum to determine if the community preferred to remodel and expand the existing City Hall facility including the Police Department, rather than constructing a new City Hall facility.

The option to build a new single-story structure and to remain within the same cost range as renovation (approximately \$2.5 Million) resulted in a new City Hall/Police Station of 12,300 square feet – less square footage than provided by the renovation/addition option.

The City Hall, although in disrepair, is considered an integral part of the downtown and important to local businesses. A new facility would have made homeless some of the functions that have long been housed in City Hall, including the Kiel Municipal Band, the Kiel Cooperative Preschool, Kiel Boy and Girl Scout organizations and recreation programs such as Jazzercise classes.

In the end, the community favored renovation and expansion of the existing facility in lieu of building new.

## Civic | Municipal

### City of Jefferson

Jefferson, Wisconsin



### New Police Station & Public Utility Building

Bray Associates was retained by the city to develop a plan to combine the 17,320 square foot police department and the 19,365 square foot local water and electric department into a single facility on a new site near the city's industrial park. The combined facility contains 36,685 square feet, of which 16,595 square feet was renovation of an existing building.

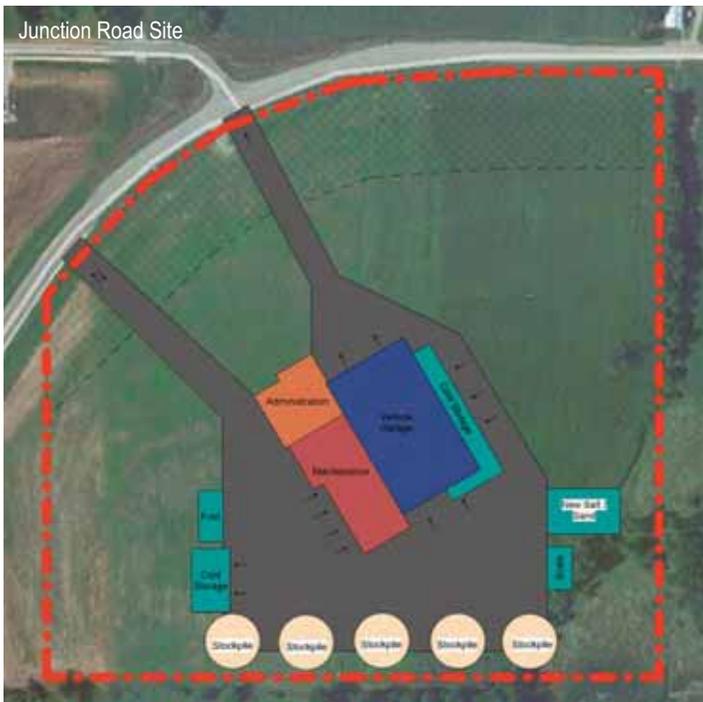
The police department contains the general office, a secure dispatch area, department administration, employee facilities, an investigation division, sallyport and booking area, and police garage. A major portion of the police department area is designed for a future second floor for department expansion.

The public utilities is primarily housed in the existing building and utilizes the large garage and storage areas. It also contains employee facilities, conference room, and an operations area for the water & electric department. The administrative offices and clerical areas are located in the new addition.

# Civic | Municipal

## Jefferson County

Jefferson, Wisconsin



## Highway Department Facility Study

The Jefferson County Highway Department hired Bray Architects to study their existing maintenance and storage facilities and to explore possible expansion or relocation scenarios of the primary highway department site.

The original highway department facility was built over 80 years ago and has been added to and reconfigured multiple times in an attempt to adapt to the growth and changing needs of the community they serve. The purpose of this study was to assess the ability of the current site to continue to serve the County, to explore relocation options, and to help articulate the space utilization needs of the highway department for 20 or more years into the future.

The study evaluated five potential buildings/sites including the existing site, two currently undeveloped sites, and two existing manufacturing buildings/sites. The thorough programming, site analysis, conceptual design, and cost analysis undertaken by the Bray team resulted in a recommendation to the County Board to pursue construction of a new Highway Department Main Facility on one of the two currently undeveloped sites.



# #6 | Client References

# Client References

## Kiel Police Department

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621 Sixth Street  
Kiel, Wisconsin 53042  
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dfunkhouser@kielpolice.com



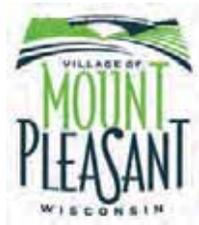
## Delavan Fire Department

Chief Neill Flood  
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## Village of Mount Pleasant

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## South Shore Fire Department

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## City of Delafield

Mayor Ed McAleer  
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## Lake Country Fire & Rescue

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## City of Verona

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## Verona Police Department

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## City of Greenfield

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## City of Burlington

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# Client References

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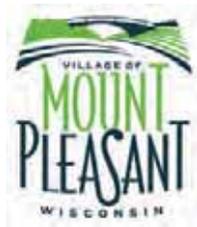
## City of Lanark

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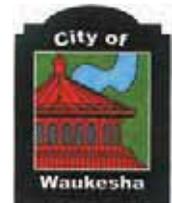
## Mount Pleasant Police Department

Timothy Zarzecki, Police Chief  
8811 Campus Drive  
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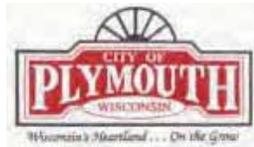
## City of Waukesha

Ms. Katie Jelacic  
130 Delafield Street  
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Phone: (262) 524-3587  
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## Plymouth Utilities

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## City of Monona

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## Waunakee Village Center

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## Jefferson County

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## St. Francis Police Department

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## Delavan Police Department

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## Client References



***MOUNT PLEASANT POLICE DEPARTMENT***  
*8811 Campus Drive • Mount Pleasant, Wisconsin 53406*  
*(262) 884-0454 Phone • (262) 664-7902 Fax*

*Timothy J. Zarzecki*  
*Chief of Police*

November 16, 2011

To Whom It May Concern:

I would like to take this opportunity to recommend Bray Architects to design and build your new Police Department facility. Our Police Department staff worked closely with Bray to design and build our new police station every step of the way. Bray had a great attention to detail and guided us through the process, incorporating our suggestions and comments to the design/build phase. They stayed in constant contact with the department, making certain each area was designed to our liking and reflected the recent trends and designs in other police departments. Their staff worked well with us and was very attentive to any problems or concerns that we had during construction phase.

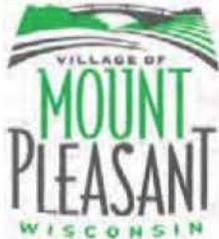
We moved in to the new department in April, 2011. Each day, our staff comments on how nice it is to work in the new police department.

My staff and I recommend Bray Architects to design and build your new police department. Feel free to contact me with any questions about our process or if you would like a tour of our new department.

Sincerely,

Tim Zarzecki  
Chief of Police  
Mt. Pleasant PD

# Client References



8811 Campus Drive  
Mount Pleasant, WI  
53406

T: 262.664.7800  
F: 262.664.7801  
info@mtpleasantwi.gov  
www.mtpleasantwi.gov

Police Non-Emergency  
T: 262.884.0454

South Shore Fire Dept.  
Non-Emergency  
T: 262.554.8812

June 29, 2011

Mr. Matthew Wolfert  
Principal | LEED AP  
Bray Architects  
215 North Water Street  
Suite 250  
Milwaukee, WI 53202

RE: Village of Mount Pleasant Civic Campus & South Shore Fire Station Facilities

Dear Mr. Wolfert:

On behalf of the Village of Mount Pleasant I would like to personally thank you, the firm of Bray Architects, and the specific design team members for the professionalism and continued dedication to our municipal projects for the past three years. Selecting Bray Architects to design the new municipal hall, police department, and fire station facilities for our community was a positive step in the direction for the Village being a leader for our community and Southeastern Wisconsin. The Village of Mount Pleasant is the second largest Village in the State of Wisconsin; however we continue to live with a small town feel. Bray Architects met the challenge of designing facilities that met the needs for a growing Village, but grounded themselves in what was most important; the residents of the community.

Bray Architect's design team carefully listened to the employees that work for the Village and designed facilities that are functional, promote collaboration among departments, and are multipurpose to meet the program needs of today and the growth of tomorrow. The Village also stressed the importance of being "green" or "sustainable" and being a model for future business development. Bray Architects exceeded all expectations and designed facilities that are rooted into the site and the surrounding landscape. Throughout the entire design process the Village never felt the need or felt pressured to "design outside our needs," resulting in facilities that can grow as the need arises.

Working with the Village of Mount Pleasant and the project staff was a difficult challenge that you and your design team met exceptionally well. During the design and construction process many issues were raised by civic leaders, community residents and the project staff that may have exceeded the project budgets of each project. However, your design team took each challenge or critical issue and developed alternative solutions that met the goals set forth by the Village. As a result, as a team we limited change orders and budget overruns to less than 1% of the total project cost. This is exceptionally important as the Village constructed facilities during a recession and many residents questioning the Village's need for new facilities. Staying ahead of these challenges had a positive effect on the project staff, Village leaders, general contractor(s), and was a key component in the successful implementation of these projects.

In closing, I again want to thank you and your firm for the quality of work and professionalism you expressed throughout the entire design and construction process. Selecting Bray Architects was the proper choice for our community and the residents and business leaders who visit and utilize our facilities. The relationship that was built with your firm and successful implementation of a design will be everlasting and a positive influence on the civic community in Wisconsin.

The Village of Mount Pleasant looks forward to working with you and your firm in the future.

Sincerely,



Brennan Kane  
Deputy Planning and Development Director



# #7 | Law Enforcement Center Design Guide

# Law Enforcement Center Design Guide

Bray Architects has developed a Law Enforcement design guide. This document is a proprietary instrument that we have developed as a set of guidelines to assist in the programming, planning and design process.

The intent of this guide is to:

**Provide organization to the programming, planning and/or design phase** | sharing a prepared outline of our design process we minimize the time required by otherwise busy professionals.

**Educational tool** | not all members of the design team are as aware of the intricacies of the programming, planning and design of law enforcement facilities. This design guide provides an additional level of information on the subjects being covered to assist and improve their ability to participate in the process.

**Maintaining schedule** | a rigid structure during the programming, planning, and design phase will keep the entire project team on task and allow us to maintain a constant forward movement toward the project goals.

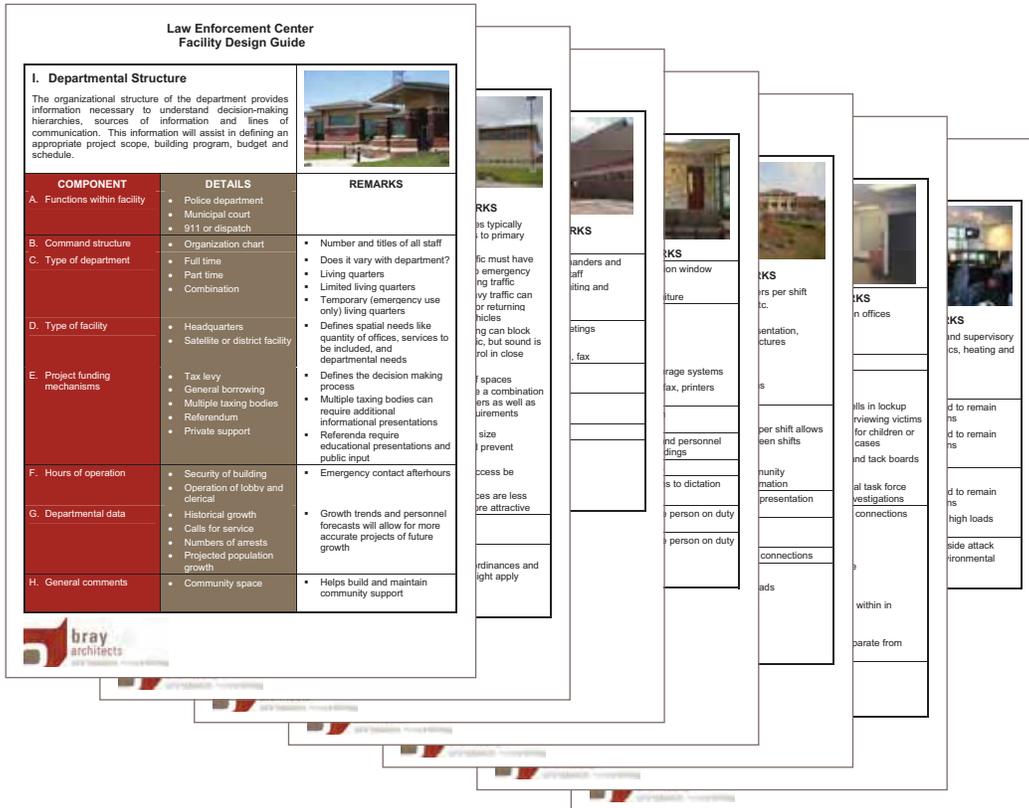
**Data gathering** | provide a structured approach to the data gathering phase of the project

**Law Enforcement Center Facility Design Guide**

**I. Departmental Structure**

The organizational structure of the department provides information necessary to understand decision-making hierarchies, sources of information and lines of communication. This information will assist in defining an appropriate project scope, building program, budget and schedule.

COMPONENT	DETAILS	REMARKS
A. Functions within facility	<ul style="list-style-type: none"> <li>Police department</li> <li>Municipal court</li> <li>911 or dispatch</li> </ul>	
B. Command structure	<ul style="list-style-type: none"> <li>Organization chart</li> </ul>	<ul style="list-style-type: none"> <li>Number and titles of all staff</li> </ul>
C. Type of department	<ul style="list-style-type: none"> <li>Full time</li> <li>Part time</li> <li>Combination</li> </ul>	<ul style="list-style-type: none"> <li>Does it vary with department?</li> <li>Living quarters</li> <li>Limited living quarters</li> <li>Temporary (emergency use only) living quarters</li> </ul>
D. Type of facility	<ul style="list-style-type: none"> <li>Headquarters</li> <li>Satellite or district facility</li> </ul>	<ul style="list-style-type: none"> <li>Defines spatial needs like quantity of offices, services to be included, and departmental needs</li> </ul>
E. Project funding mechanisms	<ul style="list-style-type: none"> <li>Tax levy</li> <li>General borrowing</li> <li>Multiple taxing bodies</li> <li>Referendum</li> <li>Private support</li> </ul>	<ul style="list-style-type: none"> <li>Multiple taxing bodies can require additional informational presentations</li> <li>Referenda require educational presentations and public input</li> </ul>
F. Hours of operation	<ul style="list-style-type: none"> <li>Security of building</li> <li>Operation of lobby and clerical</li> </ul>	<ul style="list-style-type: none"> <li>Emergency contact afterhours</li> </ul>
G. Departmental data	<ul style="list-style-type: none"> <li>Historical growth</li> <li>Calls for service</li> <li>Numbers of arrests</li> <li>Projected population growth</li> </ul>	<ul style="list-style-type: none"> <li>Growth trends and personnel forecasts will allow for more accurate projects of future growth</li> </ul>
H. General comments	<ul style="list-style-type: none"> <li>Community space</li> </ul>	<ul style="list-style-type: none"> <li>Helps build and maintain community support</li> </ul>



# Law Enforcement Center Facility Design Guide

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C. Type of department	<ul style="list-style-type: none"> <li>• Full time</li> <li>• Part time</li> <li>• Combination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Does it vary with department?</li> <li>▪ Living quarters</li> <li>▪ Limited living quarters</li> <li>▪ Temporary (emergency use only) living quarters</li> </ul>
D. Type of facility	<ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Satellite or district facility</li> </ul>	<ul style="list-style-type: none"> <li>▪ Defines spatial needs like quantity of offices, services to be included, and departmental needs</li> </ul>
E. Project funding mechanisms	<ul style="list-style-type: none"> <li>• Tax levy</li> <li>• General borrowing</li> <li>• Multiple taxing bodies</li> <li>• Referendum</li> <li>• Private support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Defines the decision making process</li> <li>▪ Multiple taxing bodies can require additional informational presentations</li> <li>▪ Referenda require educational presentations and public input</li> </ul>
F. Hours of operation	<ul style="list-style-type: none"> <li>• Security of building</li> <li>• Operation of lobby and clerical</li> </ul>	<ul style="list-style-type: none"> <li>▪ Emergency contact afterhours</li> </ul>
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H. General comments	<ul style="list-style-type: none"> <li>• Community space</li> </ul>	<ul style="list-style-type: none"> <li>▪ Helps build and maintain community support</li> </ul>

# Law Enforcement Center Facility Design Guide

## II. Site Information

Law Enforcement Facilities have requirements for multiple entrances, varied training needs, parking and staffing needs.

Municipal Courts can add high peak traffic and parking loads



COMPONENT	DETAILS	REMARKS
A. Location	<ul style="list-style-type: none"> <li>• Primary arterial</li> <li>• Secondary entrance / exit</li> <li>• Distance to intersections</li> <li>• Traffic patterns</li> <li>• Neighbors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Response times typically require access to primary arterials</li> <li>▪ Oncoming traffic must have time to react to emergency vehicles entering traffic</li> <li>▪ Periods of heavy traffic can hinder exiting or returning emergency vehicles</li> <li>▪ Visual screening can block lights and traffic, but sound is difficult to control in close quarters</li> </ul>
B. Parking	<ul style="list-style-type: none"> <li>• Staffing per shift</li> <li>• Maximum required (Municipal Court)</li> <li>• Public use</li> </ul>	<ul style="list-style-type: none"> <li>▪ The number of spaces required will be a combination of these numbers as well as local code requirements</li> </ul>
C. Impound	<ul style="list-style-type: none"> <li>• Number of vehicles</li> <li>• Security</li> <li>• Lighting</li> <li>• Access control</li> <li>• Screening</li> </ul>	<ul style="list-style-type: none"> <li>▪ Will determine size</li> <li>▪ Fences should prevent digging under</li> <li>▪ Will evening access be required</li> <li>▪ Screened spaces are less secure, but more attractive</li> </ul>
D. Training	<ul style="list-style-type: none"> <li>• K-9</li> <li>• Other</li> </ul>	
E. Lights	<ul style="list-style-type: none"> <li>• Training</li> <li>• Parking</li> <li>• Building</li> </ul>	<ul style="list-style-type: none"> <li>▪ Security</li> <li>▪ Local zoning ordinances and preferences might apply</li> </ul>
F. Other considerations	<ul style="list-style-type: none"> <li>• Memorials</li> </ul>	

## Law Enforcement Center Facility Design Guide

### III. Administration

The administration of a police force consists of the Command functions, Chief of Police and the Division Commanders, as well as, clerical support and other meeting spaces.



COMPONENT	DETAILS	REMARKS
A. Reception		
B. Chief's office	<ul style="list-style-type: none"> <li>• Large enough for small meetings</li> <li>• Private toilet/shower</li> </ul>	<ul style="list-style-type: none"> <li>▪ Division commanders and other critical staff</li> <li>▪ Good for recruiting and retention</li> </ul>
C. Administrative assistant		
D. Division commanders	<ul style="list-style-type: none"> <li>• Number of offices required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personnel meetings</li> </ul>
E. Copy/work room		<ul style="list-style-type: none"> <li>▪ Copy machine, fax</li> </ul>
F. Conference room	<ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• Public relations events</li> </ul>	
G. Coffee station		
H. File storage		
I. Personnel records	<ul style="list-style-type: none"> <li>• Secured</li> </ul>	
J. Restroom		
K. Others considerations	<ul style="list-style-type: none"> <li>• Chaplain</li> <li>• Auxiliary police</li> <li>• Legal library</li> </ul>	

## Law Enforcement Center Facility Design Guide

### IV. Records and Clerks Functions

This function usually serves as the front door to the facility. This department copies records, explains citations and if necessary calls for an officer to take statements from walk-in victims.



COMPONENT	DETAILS	REMARKS
A. Cashier station	<ul style="list-style-type: none"> <li>• Number of stations required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secure transaction window</li> </ul>
B. Clerical work stations		<ul style="list-style-type: none"> <li>▪ Open office furniture</li> </ul>
C. Clerical supervisor	<ul style="list-style-type: none"> <li>• Office or work station</li> </ul>	
D. Information technology manager	<ul style="list-style-type: none"> <li>• Office or work station</li> </ul>	
E. Records	<ul style="list-style-type: none"> <li>• Main file room.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Active records</li> </ul>
F. Records storage	<ul style="list-style-type: none"> <li>• Inactive records</li> </ul>	<ul style="list-style-type: none"> <li>▪ Space saver storage systems</li> </ul>
G. Copy/work room	<ul style="list-style-type: none"> <li>• Facility printing and copying</li> </ul>	<ul style="list-style-type: none"> <li>▪ Copy machine, fax, printers</li> </ul>
H. Document imaging station	<ul style="list-style-type: none"> <li>• Digitizing of records</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data connection</li> </ul>
I. Court liaison	<ul style="list-style-type: none"> <li>• Work station</li> </ul>	<ul style="list-style-type: none"> <li>▪ Retrieves files and personnel for court proceedings</li> </ul>
J. Supplies and storage	<ul style="list-style-type: none"> <li>• Forms supply</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supply cabinets</li> </ul>
K. Dictation system	<ul style="list-style-type: none"> <li>• Networked system</li> <li>• Individual stations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data connections to dictation system</li> </ul>
L. Coffee station		<ul style="list-style-type: none"> <li>▪ May be only one person on duty for late shifts</li> </ul>
M. Toilet	<ul style="list-style-type: none"> <li>• Unisex</li> </ul>	<ul style="list-style-type: none"> <li>▪ May be only one person on duty for late shifts</li> </ul>
N. Other considerations		

## Law Enforcement Center Facility Design Guide

### V. Patrol Bureau

Proper arrangement of spaces can lead to efficiencies in operation due to the movement associated with patrol officers coming and going from the facility. There is also a great deal of interaction between this division and others such as Vehicle Maintenance and Storage, Staff Support and Records and Clerk Functions.



COMPONENT	DETAILS	REMARKS
A. Roll call	<ul style="list-style-type: none"> <li>• Desk space</li> <li>• Storage of personal articles</li> <li>• Audio visual needs</li> <li>• Remote meetings</li> <li>• Information dissemination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Number of officers per shift</li> <li>▪ Pencils, pens, etc.</li> <li>▪ District stations</li> <li>▪ PowerPoint presentation, videos, digital pictures</li> </ul>
B. Report writing	<ul style="list-style-type: none"> <li>• Number of stations required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data connections</li> <li>▪ Acoustics</li> </ul>
C. Shift commander	<ul style="list-style-type: none"> <li>• Office or work station</li> </ul>	
D. Supervisors	<ul style="list-style-type: none"> <li>• Office, work station, or shared space</li> </ul>	<ul style="list-style-type: none"> <li>▪ One supervisor per shift allows for sharing between shifts</li> </ul>
E. Patrol conference		
F. Community service officer	<ul style="list-style-type: none"> <li>• Office space</li> </ul>	<ul style="list-style-type: none"> <li>▪ Storage of community awareness information</li> </ul>
G. DARE officer	<ul style="list-style-type: none"> <li>• Office space</li> </ul>	<ul style="list-style-type: none"> <li>▪ Storage of drug presentation information</li> </ul>
H. Canine storage	<ul style="list-style-type: none"> <li>• Food</li> <li>• Space for animals</li> </ul>	
I. Copy/work	<ul style="list-style-type: none"> <li>• Copier, fax</li> </ul>	<ul style="list-style-type: none"> <li>▪ Power and data connections</li> </ul>
J. Forms and supplies		
K. Equipment storage	<ul style="list-style-type: none"> <li>• Equipment bags</li> <li>• Radios</li> <li>• Flashlights</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proximity to squads</li> <li>▪ Charging needs</li> </ul>
L. Secure equipment storage	<ul style="list-style-type: none"> <li>• Radar guns</li> <li>• Video cameras</li> </ul>	

## Law Enforcement Center Facility Design Guide

### VI. Criminal Investigations Bureau

This Division is responsible for all criminal investigations including searching crime scenes, securing evidence, preparing and serving warrants, apprehending suspects and making arrests



COMPONENT	DETAILS	REMARKS
A. Detective work stations	<ul style="list-style-type: none"> <li>• Number of work stations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enclosed or open offices</li> </ul>
B. Commanders office	<ul style="list-style-type: none"> <li>• Division commander</li> </ul>	
C. Supervisors office	<ul style="list-style-type: none"> <li>• Shift supervisors</li> </ul>	
D. Clerical station	<ul style="list-style-type: none"> <li>• Work station</li> </ul>	
E. Copy/work	<ul style="list-style-type: none"> <li>• Copy machine, fax, printers</li> </ul>	
F. Interview rooms	<ul style="list-style-type: none"> <li>• Hard</li> <li>• Soft</li> <li>• Location / adjacency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Different from cells in lockup</li> <li>▪ Can include interviewing victims</li> <li>▪ Soft interview is for children or domestic abuse cases</li> </ul>
G. Task force work room	<ul style="list-style-type: none"> <li>• For continuing investigations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Marker boards and tack boards</li> <li>▪ Securable</li> </ul>
H. Special operations room	<ul style="list-style-type: none"> <li>• Conference room</li> </ul>	<ul style="list-style-type: none"> <li>▪ Multi-jurisdictional task force meetings and investigations</li> </ul>
I. Technology station	<ul style="list-style-type: none"> <li>• Analyzing video and computer equipment</li> <li>• Producing wanted or missing posters</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data and power connections</li> </ul>
J. Equipment storage	<ul style="list-style-type: none"> <li>• Recorders, cameras and other investigative equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Securable space</li> </ul>
K. Temporary evidence storage	<ul style="list-style-type: none"> <li>• Short term holding of evidence in active investigations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secured lockers within in secured space</li> </ul>
L. Juvenile file room	<ul style="list-style-type: none"> <li>• File cabinets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secured and separate from other files</li> </ul>
M. Records	<ul style="list-style-type: none"> <li>• File cabinets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accessible to all</li> </ul>
N. Other considerations	<ul style="list-style-type: none"> <li>• Voice stress analyzer room</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acoustics</li> </ul>

## Law Enforcement Center Facility Design Guide

### VII. Dispatch

Many municipalities still maintain dispatch services. While 911 systems and systems furnishings are often purchased as a package from vendors, there are a number of items to consider in the built environment.



COMPONENT	DETAILS	REMARKS
A. Dispatch	<ul style="list-style-type: none"> <li>• Number of stations</li> <li>• Equipment vendor</li> <li>• Environmental controls</li> <li>• Maps and other displays</li> <li>• Records</li> </ul>	<ul style="list-style-type: none"> <li>▪ Active, training and supervisory</li> <li>▪ Lighting, acoustics, heating and cooling</li> </ul>
B. Break	<ul style="list-style-type: none"> <li>• Kitchenette</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff are required to remain near work stations</li> </ul>
C. Personal articles	<ul style="list-style-type: none"> <li>• Lockers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff are required to remain near work stations</li> </ul>
D. Offices		
E. Data storage		
F. Toilet		<ul style="list-style-type: none"> <li>▪ Staff are required to remain near work stations</li> </ul>
G. Cooling	<ul style="list-style-type: none"> <li>• Equipment generates heat</li> </ul>	<ul style="list-style-type: none"> <li>▪ Small zone with high loads</li> </ul>
H. Other considerations	<ul style="list-style-type: none"> <li>• Security</li> <li>• Hardened construction</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secure from outside attack</li> <li>▪ Secure from environmental disasters</li> </ul>

## Law Enforcement Center Facility Design Guide

### VIII. Evidence/Property

Proper handling of evidence maintains a recorded and demonstrated chain of custody of evidence from arrest through prosecution and beyond. A properly designed evidence and property department is critical to maintaining the chain of custody of the evidence.



COMPONENT	DETAILS	REMARKS
A. Evidence drop	<ul style="list-style-type: none"> <li>• Lockers</li> <li>• Forms and supplies</li> <li>• Work area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Double sided locker for evidence</li> <li>▪ Refrigerated locker for DNA</li> <li>▪ Delivery of large items</li> </ul>
B. Evidence processing	<ul style="list-style-type: none"> <li>• Ninhydrin processing</li> <li>• Fingerprinting</li> <li>• Blood drying</li> <li>• Photography</li> <li>• Temporary evidence storage</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fume hoods and exhaust</li> <li>▪ Laboratory casework</li> <li>▪ Security</li> <li>▪ Eye wash station</li> </ul>
C. Evidence processing work station	<ul style="list-style-type: none"> <li>• Office or work station</li> </ul>	<ul style="list-style-type: none"> <li>▪ Record keeping</li> <li>▪ Computer inventory tracking systems</li> </ul>
D. Evidence storage	<ul style="list-style-type: none"> <li>• General evidence</li> <li>• DNA freezer</li> <li>• Narcotics</li> <li>• Weapons</li> <li>• Valuables (money, jewelry, electronics, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Computerized tracking systems</li> <li>▪ Long-term storage</li> </ul>
E. Evidence storage work station	<ul style="list-style-type: none"> <li>• Office or work station</li> </ul>	<ul style="list-style-type: none"> <li>▪ Record keeping</li> <li>▪ Computer inventory tracking systems</li> </ul>
F. Vehicle examination	<ul style="list-style-type: none"> <li>• See fleet services / vehicle</li> </ul>	
G. Hazardous materials storage	<ul style="list-style-type: none"> <li>• Evidence processing and storage</li> </ul>	
H. Other considerations		

## Law Enforcement Center Facility Design Guide

### IX. Municipal Lock-up

Holding prisoners for booking or interrogation requires special design consideration. Special attention needs to be paid to State and Local Building Codes as well as established policies and procedures of the Department.



COMPONENT	DETAILS	REMARKS
A. Vehicle sallyport	<ul style="list-style-type: none"> <li>• Number of parking spaces</li> <li>• Emergency eye wash and shower</li> <li>• Gun lockers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maneuvering space for officer and detainee</li> <li>▪ Rinsing of pepper spray or cleaning of fouled persons before entering lock-up</li> <li>▪ Interlocked door controls</li> </ul>
B. Secure vestibule	<ul style="list-style-type: none"> <li>• Gun Lockers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interlocked door controls</li> </ul>
C. Prisoner processing	<ul style="list-style-type: none"> <li>• Fingerprints</li> <li>• Photographs</li> <li>• Intoxilizer</li> <li>• Clerical</li> <li>• Property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Digital or manual</li> </ul>
D. Group holding areas	<ul style="list-style-type: none"> <li>• Short term holding</li> </ul>	<ul style="list-style-type: none"> <li>▪ Toilets</li> </ul>
E. Cells	<ul style="list-style-type: none"> <li>• Male / female</li> <li>• Juvenile</li> <li>• Wet vs. dry</li> <li>• Beds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sight and sound separation</li> <li>▪ How long will detainee be held?</li> </ul>
F. Interview rooms	<ul style="list-style-type: none"> <li>• Furniture</li> <li>• Line-up</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bolted down</li> <li>▪ Stainless steel</li> </ul>
G. Psychiatric cell	<ul style="list-style-type: none"> <li>• Pads</li> <li>• Visibility</li> </ul>	<ul style="list-style-type: none"> <li>▪ Liability</li> </ul>
H. Toilets	<ul style="list-style-type: none"> <li>• Separate staff and detainee</li> <li>• Shower</li> </ul>	<ul style="list-style-type: none"> <li>▪ Security</li> </ul>
I. Security	<ul style="list-style-type: none"> <li>• Cameras</li> <li>• Remote door controls</li> </ul>	<ul style="list-style-type: none"> <li>▪ Detention grade construction</li> </ul>
J. Visibility	<ul style="list-style-type: none"> <li>• Security glass and glazing</li> <li>• Reflective glass</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reflective glass can provide good visibility while restricting prisoners view of police</li> </ul>

## Law Enforcement Center Facility Design Guide

### X. Fleet Services/Vehicles

Police vehicles continue to become more intricate with time. It is not uncommon for squad cars to contain weapons, computers, radar guns, radios and phones. Much of this equipment remains in the vehicle and should be protected from the weather. The following section details enclosed and covered vehicle related spaces.



COMPONENT	DETAILS	REMARKS
A. Squad / vehicle parking	<ul style="list-style-type: none"> <li>• Number of vehicles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interior, covered, uncovered</li> </ul>
B. Other vehicles	<ul style="list-style-type: none"> <li>• Swat</li> <li>• ATV's</li> <li>• Vans</li> <li>• SUV's</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vertical clearance</li> <li>▪ DARE vehicles</li> </ul>
C. Vehicle evidence processing	<ul style="list-style-type: none"> <li>• Number of vehicles to be processed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Security</li> <li>▪ Lighting</li> </ul>
D. Bicycle storage	<ul style="list-style-type: none"> <li>• Stolen or abandoned</li> </ul>	
E. Fleet maintenance	<ul style="list-style-type: none"> <li>• Minor or major</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fire separation</li> </ul>
F. Bulk storage	<ul style="list-style-type: none"> <li>• Tires, coolant, fluids</li> </ul>	
G. Vehicle wash bay		
H. Haz mat storage		<ul style="list-style-type: none"> <li>▪ Exhaust</li> <li>▪ Explosives</li> </ul>
I. Other considerations	<ul style="list-style-type: none"> <li>• K-9 storage and holding</li> <li>• Floor treatments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Salt and corrosion, slipping conditions</li> </ul>

## Law Enforcement Center Facility Design Guide

### XI. Staff Support

Staff support includes all spaces related to the everyday functions of the department. They include many spaces that overlap between departments such as training, conference, and interview rooms.



COMPONENT	DETAILS	REMARKS
A. Break room	<ul style="list-style-type: none"> <li>• Kitchen appliances</li> <li>• Vending</li> </ul>	<ul style="list-style-type: none"> <li>▪ TV to monitor local news</li> </ul>
B. Locker rooms	<ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Locker type, size, ventilation, etc.</li> <li>• Bench vs. stool vs. built-in to locker</li> </ul>	<ul style="list-style-type: none"> <li>▪ Large lockers</li> <li>▪ Coats (several varieties)</li> <li>▪ Hats</li> <li>▪ Bullet proof vests</li> <li>▪ Personal items (flashlights, weapons, belts)</li> </ul>
C. Fitness room	<ul style="list-style-type: none"> <li>• Type of equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flooring</li> <li>▪ Sound systems</li> <li>▪ Acoustics</li> <li>▪ Ventilation</li> </ul>
D. Emergency response unit	<ul style="list-style-type: none"> <li>• Storage</li> </ul>	<ul style="list-style-type: none"> <li>▪ Near emergency response vehicles</li> </ul>
E. SWAT equipment storage	<ul style="list-style-type: none"> <li>• Storage</li> </ul>	<ul style="list-style-type: none"> <li>▪ Near SWAT van</li> </ul>
F. Storage		
G. Staff toilets/showers		
H. Other considerations		

## Law Enforcement Center Facility Design Guide

### XII. Training

Police have a variety of different training requirements. Some requiring desk training, others more physical activities.



COMPONENT	DETAILS	REMARKS
A. Training coordinators offices	<ul style="list-style-type: none"> <li>• Training files</li> <li>• Manuals</li> </ul>	
B. Use of force training	<ul style="list-style-type: none"> <li>• Hanging bags</li> <li>• Mannequins</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structural support</li> </ul>
C. Training storage	<ul style="list-style-type: none"> <li>• Mats and equipment</li> </ul>	
D. Training	<ul style="list-style-type: none"> <li>• Classroom activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Shared with roll call?</li> </ul>
E. Firearms training	<ul style="list-style-type: none"> <li>• See firing range</li> </ul>	

## Law Enforcement Center Facility Design Guide

### XIII. Fire Arms Training

Fire Arms training is critical to police work. Changes have occurred in this training to emphasize real-life situations as well as more standardized target training.



COMPONENT	DETAILS	REMARKS
A. Firing lanes	<ul style="list-style-type: none"> <li>• Standard target lanes</li> <li>• 360 degree training exercises</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outside access for training materials and equipment</li> <li>▪ Future removal of bullet-stop material</li> </ul>
B. Range master console	<ul style="list-style-type: none"> <li>• View of firing range</li> </ul>	<ul style="list-style-type: none"> <li>▪ Controls automated equipment</li> </ul>
C. Training office	<ul style="list-style-type: none"> <li>• Records</li> <li>• Manuals</li> </ul>	
D. Armory	<ul style="list-style-type: none"> <li>• Gun cleaning</li> <li>• Storage of ammunition and weapons</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ventilation</li> <li>▪ Explosives</li> </ul>
E. Storage	<ul style="list-style-type: none"> <li>• Targets and supplies</li> </ul>	
F. Coffee station	<ul style="list-style-type: none"> <li>• Distance to staff break areas may be prohibitive</li> </ul>	
G. Toilet	<ul style="list-style-type: none"> <li>• Distance to staff break areas may be prohibitive</li> </ul>	
H. Mechanicals	<ul style="list-style-type: none"> <li>• Interior or exterior</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ventilation and supply air</li> </ul>
I. Acoustics	<ul style="list-style-type: none"> <li>• Mass and separation</li> </ul>	
J. Other considerations		

## Law Enforcement Center Facility Design Guide

### XIV. Municipal Court

Municipal Court is a separate branch of Law Enforcement from police functions. Care should be taken in the design to encourage this separation visually as well as physically in the building.

These spaces often are used for other functions as well. Other uses that should be considered in the design include Council chambers, emergency government, and Community Room.



COMPONENT	DETAILS	REMARKS
A. Public lobby / waiting	<ul style="list-style-type: none"> <li>• Seating</li> <li>• Telephone</li> <li>• Vending</li> <li>• Public toilets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Number depends on the operation of the court</li> </ul>
B. Courtroom	<ul style="list-style-type: none"> <li>• Seating</li> </ul>	<ul style="list-style-type: none"> <li>▪ Number depends on the operation of the court</li> </ul>
C. Clerk of courts	<ul style="list-style-type: none"> <li>• Cashier</li> <li>• Reception</li> <li>• Records (short-term)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Security</li> </ul>
D. Court administrator	<ul style="list-style-type: none"> <li>• Office or work station</li> </ul>	
E. Judges chamber	<ul style="list-style-type: none"> <li>• Municipal codes</li> <li>• Records</li> <li>• Conferences</li> </ul>	
F. City / Village / Town attorney	<ul style="list-style-type: none"> <li>• Desk</li> <li>• Records</li> <li>• Computer and data connections</li> </ul>	<ul style="list-style-type: none"> <li>▪ City attorney is a police function and should be separate from court functions</li> </ul>
G. Attorney interview	<ul style="list-style-type: none"> <li>• Often combined with attorney office</li> </ul>	
H. Conference room	<ul style="list-style-type: none"> <li>• Juvenile hearings</li> </ul>	
I. Storage	<ul style="list-style-type: none"> <li>• Long-term records storage</li> </ul>	
J. Copy / work	<ul style="list-style-type: none"> <li>• Fax and copiers</li> </ul>	
K. Breakroom		

## Law Enforcement Center Facility Design Guide

<b>XV. Municipal Court – <i>continued</i></b>		
COMPONENT	DETAILS	REMARKS
L. Record storage	<ul style="list-style-type: none"> <li>• Long vs. short term</li> <li>• High density</li> <li>• Security</li> </ul>	
M. Security issues	<ul style="list-style-type: none"> <li>• Camera</li> <li>• Panic alarms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visual control</li> </ul>
N. Audio visual	<ul style="list-style-type: none"> <li>• Projection</li> <li>• Sound systems</li> <li>• Lights and controls</li> <li>• Storage of equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Computer and other</li> <li>▪ Location of controls</li> <li>▪ Secure storage</li> </ul>
O. Other considerations	<ul style="list-style-type: none"> <li>• Emergency government</li> <li>• Community meeting room</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communications and data</li> <li>▪ Storage of tables and chairs</li> </ul>

## Law Enforcement Center Facility Design Guide

<p><b>XVI. Building Support</b></p> <p>Building support includes those functions that are required to operate and maintain the facility.</p>		
COMPONENT	DETAILS	REMARKS
A. Public entrance	<ul style="list-style-type: none"> <li>• Hours of operation</li> <li>• Public service announcements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Emergency contact system for after-hour use</li> </ul>
B. Staff entrance	<ul style="list-style-type: none"> <li>• Security</li> <li>• Monitoring</li> </ul>	
C. Public toilets		
D. Lobby	<ul style="list-style-type: none"> <li>• Seating</li> </ul>	<ul style="list-style-type: none"> <li>▪ Public service information</li> </ul>
E. Interview rooms	<ul style="list-style-type: none"> <li>• Interact with public</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk-in statements</li> </ul>
F. Telephone and data	<ul style="list-style-type: none"> <li>• Facility intranet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Security</li> </ul>
G. Custodial	<ul style="list-style-type: none"> <li>• Several locations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Security and access</li> </ul>
H. Security systems	<ul style="list-style-type: none"> <li>• Camera</li> <li>• Access control and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>▪ Who monitors and where?</li> </ul>
I. TV and cable access	<ul style="list-style-type: none"> <li>• Throughout building</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor local and world news</li> </ul>
J. Building and grounds maintenance	<ul style="list-style-type: none"> <li>• Lawn mower</li> <li>• Tools</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gasoline</li> </ul>
K. Other considerations		



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# Cost Proposal

Friday | March 15, 2013



## City of Stevens Point

City Hall Organizational Needs Analysis &  
Facilities Space Utilization Assessment

Stevens Point, Wisconsin



# Cost Proposal

Thank you for the opportunity to submit Bray Architects' proposal for architectural services for the City of Stevens Point's City Hall Needs and Facilities Analysis.

Bray Architects' goal when submitting a fee proposal to a potential client is to be very clear with which services and consultants are included. Our objective with this thorough approach is three-fold:

First, to make sure that you are getting exactly which services you expect;

Second, to ensure that when comparing our fees to others you are able to draw an accurate comparison; and

Third, to help ensure a design process that is not complicated by constant debate over who is responsible for specific services or regular requests from your architect for additional services.

## Fee Proposal

Bray Architects proposes a fixed fee equal to **Twenty Four Thousand Dollars (\$24,000.00)** for services as outlined in section three of this proposal.

## Consultant / Sub-Consultant Services

The proposed fee includes the following services:

- Civil engineering
- Landscape architecture
- Plumbing and fire protection design
- HVAC engineering
- Electrical engineering
- Technology wiring design
- Security system design – e.g. card readers, closed circuit television, etc.

## Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for the Architect's services and include expenses incurred by the Architect and Architect's employees and consultants directly related to the Project.

We do not invoice for the following traditionally reimbursable expenses:

- Transportation in connection with the Project
- Travel and subsistence
- Electronic communications
- Expense of overtime work requiring higher than regular rates

Reimbursable expenses incurred include the following:

- Reproductions, plots, standard form documents
- Postage, handling and delivery of Instruments of Service
- Renderings, models and mock-ups requested by the Owner

# Cost Proposal

## Direct Owner Expenses

Project expenses that are incurred directly by the Owner include the following:

- Fees paid for securing approval of authorities having jurisdiction over the Project
- Boundary and/or topographic survey
- Soil borings and other geotechnical services
- Traffic impact studies (if required)
- Environmental analysis and abatement – e.g. contaminated soils, buried tank, asbestos, lead etc.
- Archeological and/or historical studies
- Wisconsin Department of Natural Resources permitting

## Optional / Enhanced Services

The following are not included in Bray Architects' base fee proposal but can be provided if requested by the City of Stevens Point:

- Inventory of existing furnishings and loose equipment - e.g. systems office furniture, shelving, lobby furnishings, etc
- Analysis of public roadways, streets, intersections or traffic signals (analysis of private/on-site circulation is included in base fee)
- Geothermal ground source conductivity analysis – e.g. borefield or pond
- Life cycle cost analysis of building systems and/or finishes – e.g. mechanical systems, electric systems and lighting, floor finishes, etc
- Digital building energy modeling
- Detailed roof survey and building envelope analysis – e.g. roofing systems, exterior façade, windows, thermal imaging, etc.



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# Memo

**Michael Ostrowski, Director**

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

Ph: (715) 346-1567 • Fax: (715) 346-1498

mostrowski@stevenspoint.com

## City of Stevens Point – Department of Community Development

To: Finance Committee  
 From: Michael Ostrowski  
 CC:  
 Date: 4/2/2013  
 Subject: CAP Services Contract Amendments – Fee Schedule

The City currently has two different contracts (see attached) with CAP Services to administer our Community Development Block Grant housing loans. Within those contracts, CAP Services charges a percentage based fee. After conversations with the State Department of Administration, they have indicated that the fees should be a set amount, and not based on a percentage. With that said, we need to amend our current contracts to reflect the new fee schedule. CAP Services is proposing the following fee schedule:

### CDBG-RLF Fee Structure

2013						
Loan Size	Initial Inspection	Loan Fee	Bid Prep	Interim/Final Inspections	Total	
\$5,000 and less	\$ 400.00	\$ 100.00	\$ 150.00	\$ 100.00	\$ 750.00	
\$5,001 to \$10,000	\$ 500.00	\$ 100.00	\$ 150.00	\$ 200.00	\$ 950.00	
\$10,001 to \$15,000	\$ 500.00	\$ 150.00	\$ 150.00	\$ 500.00	\$1,300.00	
\$15,001 to \$20,000	\$ 700.00	\$ 150.00	\$ 150.00	\$ 700.00	\$1,700.00	
\$20,000 to \$30,000	\$ 850.00	\$ 150.00	\$ 250.00	\$ 850.00	\$2,100.00	
\$30,000 or more	\$ 900.00	\$ 200.00	\$ 300.00	\$1,000.00	\$2,400.00	

## ADMINISTRATIVE SERVICES CONTRACT

This Agreement by and between the City of Stevens Point, Wisconsin, (hereinafter referred to as the 'City'), and CAP Services, Inc., (hereinafter referred to as the 'Consultant'). This agreement is to engage the services of the Consultant to administer a Community Development Block Grant Program for the City. This agreement was entered into on July 5, 2012.

**Whereas**, City has received a Community Development Block Grant (CDBG) for \$550,000 from the Wisconsin Department of Administration to use and provide services outlined in the Small Cities Housing Program; and

**Whereas**, Consultant will administer the program on behalf of the City; and

**Whereas**, the Wisconsin Department of Administration requires that agreements between consultants and grantees be in writing and contain certain provisions;

**Now, therefore**, in consideration of the premises and the mutual covenants contained herein, receipt of which is hereby acknowledged, the parties agree as follows:

### I. General Conditions

1. Consultant will assure that it is in compliance with the following Equal Opportunity requirements as they are applicable to the administration of the CDBG program:

- Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation on, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.

- Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall, on the grounds of race, color, national origin, sex, age, or handicap be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

- Section 504 of the Rehabilitation Act of 1973, as amended

- Title VIII of the Civil Rights Act of 1974 as amended

- Age Discrimination Act of 1975, as amended

- Executive Order 11063

- Executive Order 11246 as amended

- Section 3 of the Housing and Urban Development Act of 1968 as amended

- Consultant will further comply with every law and regulation that pertains to the performance of services under this Agreement.
2. This Agreement, and the Services described herein, will commence upon the date of the fully executed Administrative Services Agreement, or the date of the fully executed contract between the City of Stevens Point and the Department of Administration, whichever is later. The ending date of the Agreement will be June 30, 2014.
  3. Failure of either party to comply with any part of this Agreement may be considered adequate cause for termination by the other party.
  4. Either party may terminate this Agreement upon a 60 day written notice delivered to the address listed in Section IV.
  5. If the City finds it necessary to terminate this Agreement prior to the completion of the terms set forth herein, for a reason other than a violation of the contract by the Consultant, then the actual costs incurred by the Consultant shall be the stipulated damages for said termination. However, such costs shall not exceed the percentage of work completed for each individual loan, up to a maximum of 12%.
  6. Revision of this Contract must be agreed to in writing by an addendum signed by the authorized representative of each party.
  7. Consultant shall keep and maintain all licenses and certifications as required by federal or Wisconsin law for administrators of the CDBG funds. If any required license or certification is suspended or lost, or for any other reason the Consultant is unable to fully perform its obligations under this Agreement, it shall notify the City immediately and the City shall determine whether such inability will require a revision or cancellation of this Agreement.
  8. This Agreement is not assignable without the express written consent of both parties and the Wisconsin Department of Administration.
  9. When any audit of this program requires verification of work that has been completed as a part of this Agreement, or requires documentation of time expended in administering this Agreement, the Consultant shall provide such information and, to the extent that Consultant is unable to provide required information, Consultant will return any funds so ordered and shall pay any pro-rata part of any penalties thereof.
  10. Consultant will keep confidential, and not directly or indirectly disclose personal information regarding applicants for or recipients of the CDBG funds covered by this Agreement, except to the extent required by any court or program administrative agency, the Community Development Authority, and City; and then only to the extent necessary or appropriate. It is understood that all such information is the property of the City, and not Consultant.

## II. Payments

1. The City was awarded \$71,500.00 in CDBG funds for purposes of administration.

2. The City will pay the Consultant no more than \$57,420.00 for the services described in Section III(3)(a) of this Agreement. Payment will be made upon receipt of an invoice from the Consultant, specifying that the work cited in the Agreement has been performed. The invoice will be submitted based on 12% of each Disbursement Request granted by the Department of Administration.
3. It is expressly understood and agreed that the total payment from the City to the Consultant under the terms of this Agreement will not exceed \$57,420.00 unless the Agreement is extended or additional services are required. An Agreement extension or the addition of work, and the payment thereof, shall be agreed upon in writing by both parties of this Agreement.
4. The City will be reimbursed \$14,080.00 for the administrative services listed in Section III(3)(b) as well as any other miscellaneous expenses related to administration of the CDBG funds. Any funds not used by the City can be reallocated to additional housing activities upon approval of the City.
5. The Consultant will charge the property owner receiving funds under this program for certain services required to be performed. The cost for these services will be included in the CDBG loan to the owner:

Initial Property Inspections	\$ 100.00
Interim Property Inspection	\$ 0.00
Final Property Inspections	\$ 100.00
Recording	\$ 35.00
Title Verification	\$ 45.00 – 60.00

6. The payment for Lead-based paint fees will be charged to the program rehabilitation budget and not charged to the homeowner or landlord. The fees for these services are:

Initial Lead-based Inspection Fees	\$ 0.00
Lead-based Paint Risk Assessment	\$ 250.00
Lead-based Paint Clearance Testing and Fees	\$ 6.00 / sample
Lead-based Paint Clearance Testing and Fees	\$ 8.00 / sample

7. There is no fee for inspections completed for projects that are not ultimately undertaken.

### III. Administrative Duties

1. The Consultant shall maintain the files from City of Stevens Point applicants in the Consultant's Stevens Point, Wisconsin office. The Consultant will physically be in the City not less than 38 hours per week for purposes set forth in Section III(3)(a), until funds are expended, except that these hours do not include time spent by the Consultant to attend committee or board meetings. It is understood and expected that the Consultant will be in the City of Stevens Point for additional hours should the need arise to resolve project disputes.
2. The contact person from Consultant for the City of Stevens Point CDBG Housing Program is:

Kris Pethick  
1725 West River Drive  
Stevens Point, WI 54481  
(715) 343-7142

3. Administrative Services:

a) Consultant will provide the following list of Administrative services, but not limited to:

- Environmental Review (ER) document preparation (Tier I and II)
- Publication of public hearing, meeting, and other required ER notices
- Program outreach
- Drafting brochures
- Distributing brochures to all village citizens
- Publishing 2<sup>nd</sup> Public Hearing
- Participating in 2<sup>nd</sup> Public Hearing
- Designation of a Housing Committee
- Participating in Housing Committee meetings
- Preparing materials for Housing Committee to approve loans
- Meeting with the homeowners in person to explain CDBG process
- Project records completion and management
- Application intake
- Drafting of mortgages
- Drafting Work Specifications
- Mailing bids to contractors designated by the homeowner
- Received and open the bids from contractors
- Discuss the bids with the homeowner
- Drafting contracts between contractor and homeowner
- Acquire necessary signatures on payment requests from the homeowner and contractor
- Establishing checking accounts
- Completion of required financial forms
- Labor standards compliance
- Citizen Participation
- Payment for the required single audit
- Provision of office space
- Payments to contractors
- Payment for required legal work

b) City will provide the following list of Administrative services, but not limited to:

- Provision of office space as needed; and
- Designation of a Housing Committee.

IV. Notices

All notices, demands, certificates, or other communications under this Agreement shall be sufficiently given and shall be deemed given when hand delivered or when mailed by first class mail, postage prepaid, property addressed as indicated below:

To the Consultant: CAP Services  
1725 West River Drive  
Stevens Point, WI 54481

To the City: City Clerk  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481

Any party may, by written notice to the party(s), designate a change of address for the purposes aforesaid.

In witness whereof the parties have executed this Agreement as on the date first above written.

CITY OF STEVENS POINT

By: 

Andrew J. Halverson, Mayor  
1515 Strongs Avenue  
Stevens Point, WI 54481

CAP SERVICES, INC.

By: 

Mary Patoka, President/CEO  
1725 West River Drive  
Stevens Point, WI 54481

**AGREEMENT BETWEEN  
THE CITY OF STEVENS POINT AND CAP SERVICES, INC.  
FOR THE ADMINISTRATION OF THE  
CITY OF STEVENS POINT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
REVOLVING LOAN FUND**

WHEREAS, the City of Stevens Point (“the City”) has a revolving loan fund with a balance available for lending which requires administration to ensure compliance with the requirements of the Department of Administration and the auditors for the City of Stevens Point; and

WHEREAS, CAP Services, Inc. (“CAP”) has staff that is experienced in the requirements of revolving loan fund administration, currently administers other revolving loan funds and is willing to administer the City’s loan fund.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. CAP shall perform the administrative functions concerning all active revolving loan fund participants required by the Department of Administration and the auditors for the City of Stevens Point, including, but not limited to:
  - a. Collecting and Recording Monthly Payments
  - b. Filing Annual Report with Department of Administration
  - c. Conducting and Documenting Annual Site Visits
  - d. Obtaining and Maintaining Quarterly Financial Statements
  - e. Obtaining and Maintaining Annual Progress Reports
  - f. Preparing pre-applications and applications for future CDBG awards
2. CAP shall assist new applicants with the application process, complete the inspection process and approve and manage all rehabilitation and downpayment & closing cost assistance projects.
3. CAP shall provide the City with a quarterly report on the amount of money repaid and available for future loans and the status of the program.
4. CAP shall hold office hours in Stevens Point 38 hours per week to meet program needs. Appointments with homeowners will be made on an as-needed basis.
5. CAP shall receive a 10% management fee on all loans made from the revolving loan fund for its services, to be paid to CAP at the completion of a project. This management fee does not include title search fees & recording fees, which are paid by the homeowner. The title search providers are selected by the homeowner from a list supplied by CAP. This fee will be the sole source of compensation, and covers all administration of pre-existing activities.
6. CAP will encourage homeowners to use local contractors whenever possible.
7. CAP is acting as agent for the City for purposes of the administration of this loan fund only, and at all times shall remain a separate entity from the City of Stevens Point. CAP shall not be authorized to act on behalf of the City of Stevens Point, except as specifically stated in this agreement.
8. CAP agrees to administer said loan fund pursuant to the rules and regulations of the Department of Administration and any other applicable law or rule governing the administration of said loan fund.

9. CAP may not assign this agreement without the consent of the City of Stevens Point, and this agreement shall bind any successors or permitted assigns of the parties hereto.
10. This agreement shall begin as of the date fully executed by both parties below. This agreement shall be automatically renewed for successive one year periods unless either party notifies the other of the termination of said agreement at least 90 days before the expiration of the present term.

Notice shall be given to the other party at the following address:

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

CAP Services, Inc.  
Mary Patoka, President/CEO  
5499 Highway 10 East, Suite A  
Stevens Point, WI, 54482

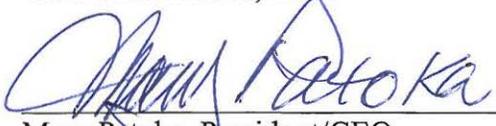
11. This agreement shall not be amended in whole or in part, and the performance of any obligation hereunder may not be waived, except by an instrument in writing signed by the parties hereto, or their respective successors or permitted assigns.

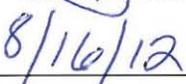
**CITY OF STEVENS POINT**

  
\_\_\_\_\_  
Andrew Halverson, Mayor

  
\_\_\_\_\_  
Date

**CAP SERVICES, INC.**

  
\_\_\_\_\_  
Mary Patoka, President/CEO

  
\_\_\_\_\_  
Date

Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account Segment Title	Invoice GL Account	Invoice Amount
03/26/2013	101	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT	FEB 2013	PARK/REC ADMINISTRATION	100.55.50300.1960	4,228.92
03/26/2013	101	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT	FEB 2013	GENERAL POLICE EXPENDITURES	100.52.20100.1960	8.43
03/26/2013	101	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT	FEB 2013	GENERAL PUBLIC WORKS ACCT	100.53.30101.1960	363.00
03/26/2013	101	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT	FEB 2013		100.13901	33.44
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	DPW - INELIGIBLE	100.53.30398.2202	36,426.16
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	DPW - ELIGIBLE	100.53.30397.2202	5,724.95
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	SWIMMING POOL EXP	100.55.50421.2200	80.88
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	GENERAL RECREATION	100.55.50490.2200	4,984.12
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	PARKS DEPARTMENT	100.55.50200.5753	883.19
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	CITY ICE FACILITY	100.55.50450.2200	8,502.22
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	FIRE - STATION #1	100.52.25220.2200	2,113.51
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	AMBULANCE	100.52.25300.2200	2,113.50
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	ARTS COUNCIL	202.55.00375.2200	234.36
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	MUSEUM GENERAL EXP	241.51.00750.2204	302.68
03/27/2013	102	WISCONSIN PUBLIC SERVICE	GAS & ELECTRIC	FEB 2013	MISC UNCLASSIFIED GENERAL	416.51.19850.5000	5,653.32
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013		100.13910	131.86
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	CITY CLERKS OFFICE	100.51.12420.2203	93.62
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	EMERGENCY MANAGEMENT	100.52.21090.2203	598.42
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	GENERAL RECREATION	100.55.50490.2203	72.69
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	FIRE - STATION #1	100.52.25220.2203	400.47
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	FIRE DEPT - STATION #2	100.52.25230.2203	111.44
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	AMBULANCE	100.52.25300.2203	101.52
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	ARTS COUNCIL	202.55.00375.2203	30.96
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	MUSEUM GENERAL EXP	241.51.00750.2204	14.54
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013	MISC UNCLASSIFIED GENERAL	100.51.19850.2203	589.18
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013		100.13901	129.80
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013		100.13900	69.97
03/07/2013	7990	AT & T 5012	MONTHLY PHONE CHARGES	JAN 2013		100.13900	169.85
03/07/2013	7991	COOPER OIL INC	DIESEL EMISSION FLUID & COOLANT	265733	FLEET MAINTENANCE	100.53.30233.3401	1,943.87
03/07/2013	7991	COOPER OIL INC	UNLEADED GASOLINE	265831	FLEET MAINTENANCE	100.53.30233.3401	28,785.52
03/07/2013	7991	COOPER OIL INC	DIESEL FUEL	265832	FLEET MAINTENANCE	100.53.30233.3401	28,051.48
03/07/2013	7992	LOWE'S	TAPE/HANGERS/LUMBER/ETC	FEB 2013 ST	DPW - ELIGIBLE	100.53.30397.3550	1,082.11
03/07/2013	7993	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	FEB 2013		898.21907	321.90
03/07/2013	7993	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	FEB 2013		100.13945	16.65
03/07/2013	7993	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	FEB 2013	AMBULANCE	100.52.25300.1920	1.85
03/07/2013	7993	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	FEB 2013		100.13901	44.40
03/07/2013	7993	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	FEB 2013		100.13910	3.70
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES - ELECTION	207975175-0	CITY CLERKS OFFICE	100.51.12420.2203	17.02
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	CITY ASSESSOR'S OFFICE	100.51.16530.2203	32.26
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	CITY ATTORNEY	100.51.00300.2203	6.04

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03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	CITY TREASURY	100.51.14520.2203	17.46
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	CITY INSPECTION DEPARTMENT	100.52.18400.2203	42.61
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	TELECOMMUNICATIONS	232.55.50600.2203	62.24
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	FIRE DEPT - STATION #2	100.52.25230.2203	3.04
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	DPW - ELIGIBLE	100.53.30397.2203	100.64
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	D.P.W. ADMIN/ENGINEERING	100.53.30100.2203	117.13
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	CITY CLERKS OFFICE	100.51.12420.2203	1.57
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	PARKS DEPARTMENT	100.55.50200.2203	45.97
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	CITY ICE FACILITY	100.55.50450.2203	4.56
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	EMERGENCY MANAGEMENT	100.52.21090.2203	758.58
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	FIRE DEPT - ADMINISTRATION	100.52.25210.2203	66.73
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	FIRE - STATION #1	100.52.25220.2203	174.76
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2	AMBULANCE	100.52.25300.2203	113.70
03/07/2013	7994	US CELLULAR	CELL PHONE CHARGES	277402706-2		100.13910	45.52
03/08/2013	7996	RETTLER CORPORATION	DEMO/THIRD STREET PROJECT #12.0	10061	COMMUNITY DEVELOPMENT PURCH	416.57.70900.5000	4,000.00
03/14/2013	8001	WISCONSIN DNR	716 SITE INVESTIGATION -FORMER D	REVIEW SIT	COMMUNITY DEVELOPMENT PURCH	416.57.70900.5000	500.00
03/18/2013	8002	SIEBERS, JAMES R.	CONTRACT ASSESSOR PAYMENT FO	FEB-MARCH	CITY ASSESSOR'S OFFICE	100.51.16530.2901	7,200.00
03/21/2013	8003	AMERICAN FAMILY LIFE ASSU	INSURANCE PREMIUM	865783		898.21532	469.16
03/21/2013	8004	MINNESOTA MUTUAL LIFE INS	MONTHLY LIFE INSURANCE PREM	APRIL 2013		898.21904	2,308.95
03/21/2013	8005	STEVENS POINT BOARD OF ED	SHARE OF MOBILE HOME TAX - FEB	FEB 2013		100.24500	1,993.17
03/21/2013	8008	COOPER OIL INC	DIESEL FUEL	265877		100.16100	24,485.80
03/21/2013	8009	ELLIS STONE	TRANSIT FACILITY CONST-JOB# 1201	JOB#12012/	CAPITAL OUTLAY	601.57.70520.8961	275,184.82
03/26/2013	8010	CENTERPOINT MALL CORP	ANNUAL PAYMENT FOR 2013	LEASE PYM	TIF DIST #6 CONST ACCOUNT	416.57.70841.8700	10,000.00
03/26/2013	8011	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	MARCH 201		898.21907	320.02
03/26/2013	8011	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	MARCH 201		100.13945	16.65
03/26/2013	8011	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	MARCH 201	AMBULANCE	100.52.25300.1920	1.85
03/26/2013	8011	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	MARCH 201		100.13901	44.40
03/26/2013	8011	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	MARCH 201		100.13910	3.70
03/26/2013	8011	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	MARCH 201	EMERGENCY MANAGEMENT	100.52.21090.1920	1.85
03/26/2013	8011	STANDARD INSURANCE COMP	MONTHLY LIFE INSURANCE PREMIU	MARCH 201		898.21907	320.05
03/28/2013	8012	INVESTORS COMMUNITY BANK	ESTABLISH INVESTMENT	INVESTMEN		100.11300	1,400,000.00
03/07/2013	149890	TRITECH SOFTWARE SYSTEM	SOFTWARE TRAINING	0518	MISC UNCLASSIFIED GENERAL	223.51.00850.5000	7,984.24
03/08/2013	149891	BEAVER OF WISCONSIN	VEHICLE WASH	080845	FIRE - OPERATIONAL	100.52.25270.3001	85.00
03/08/2013	149891	BEAVER OF WISCONSIN	VEHICLE WASH	080845	AMBULANCE	100.52.25300.3900	42.30
03/08/2013	149892	BIELLEN, CASEY	UNIFORM REIMB: SS SHIRT/TROUSE	UNIFORM20	FIRE - OPERATIONAL	100.52.25270.1670	253.98
03/08/2013	149893	CHETS PLUMBING & HEATING I	REPAIR BOILER, CROSS CONNECTIO	9474	FIRE - STATION #1	100.52.25220.3550	698.00
03/08/2013	149893	CHETS PLUMBING & HEATING I	REPAIR BOILER, CROSS CONNECTIO	9474	AMBULANCE	100.52.25300.3900	350.00
03/08/2013	149894	EAGLE ENGRAVING	ANNIVERSARY PIN	2013-589	FIRE - OPERATIONAL	100.52.25270.3001	15.50
03/08/2013	149895	FRANK'S HARDWARE	FURNACE FILTERS	A230785	FIRE - STATION #1	100.52.25220.3550	20.00
03/08/2013	149895	FRANK'S HARDWARE	FURNACE FILTERS	A230785	AMBULANCE	100.52.25300.3900	11.00

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03/08/2013	149896	HOWARD, TREVOR	UNIFORM REIMB: 8 DEPT TS, 2 POLO	UNIFORM20	FIRE - OPERATIONAL	100.52.25270.1670	275.00
03/08/2013	149897	KARPINSKI, JASON	UNIFORM REIMB: SL SHIRT, POLO, J	UNIFORM20	FIRE - OPERATIONAL	100.52.25270.1670	132.50
03/08/2013	149898	KITOWSKI, MARK	UNIFORM REIMB: SL SHIRT, POLO SH	UNIFORM20	FIRE - OPERATIONAL	100.52.25270.1670	86.00
03/08/2013	149899	KOCH, TRAVIS	UNIFORM REIMB: 4 DEPT T'S, POLO S	UNIFORM20	FIRE - OPERATIONAL	100.52.25270.1670	87.50
03/08/2013	149900	MATTLIN, PAUL	UNIFORM REIMB: 3 POLO SHIRTS, JO	UNIFORM20	AMBULANCE	100.52.25300.1670	194.00
03/08/2013	149901	MINERVINI, FRANK	UNIFORM REIMB: 4 SS SHIRTS, POLO	UNIFORM20	FIRE - OPERATIONAL	100.52.25270.1670	120.00
03/08/2013	149902	MINISTRY HEALTH CARE	FEBRUARY SERVICES	EXCEL SER	AMBULANCE	100.52.25300.5001	105.00
03/08/2013	149903	MMG OCCUPATIONAL MEDICIN	AUDIOGRAMS	83820	FIRE DEPT - ADMINISTRATION	100.52.25210.2010	140.00
03/08/2013	149904	NOVAK, GLYNN	UNIFORM REIMB: 3 SS SHIRTS, 1 WIN	UNIFORM20	AMBULANCE	100.52.25300.1670	46.00
03/08/2013	149905	PINGEL, LARRY	UNIFORM REIMB: 4 DEPT T'S, 1 JOB S	UNIFORM20	FIRE - OPERATIONAL	100.52.25270.1670	136.50
03/08/2013	149906	WESTPHAL, SHANE	UNIFORM REIMB: 3 DEPT T'S, JOB SH	UNIFORM20	AMBULANCE	100.52.25300.1670	112.00
03/11/2013	149907	WOODLAND COMPUTING GRO	2013 SOFTWARE LICENSE AGREEME	130201	EMERGENCY MANAGEMENT	100.52.21090.2906	12,000.00
03/11/2013	149907	WOODLAND COMPUTING GRO	IT PROJECTS - MISSING ADDRESSES	130301	EMERGENCY MANAGEMENT	100.52.21090.2906	663.00
03/14/2013	149908	ACCURATE SUSPENSION WAR	LEAF SPRINGS	1302586		100.16100	775.10
03/14/2013	149908	ACCURATE SUSPENSION WAR	LEATHER GLOVES	1303270		100.16100	25.80
03/14/2013	149908	ACCURATE SUSPENSION WAR	SANDING WHEEL, LIGHTS & SEALAN	1303270	FLEET MAINTENANCE	100.53.30233.3501	111.40
03/14/2013	149908	ACCURATE SUSPENSION WAR	SPRING & U-BOLTS	1303298		100.16100	582.55
03/14/2013	149909	AECOM TECHNICAL SERVICES	BUSINESS 51 CONSTRUCTION	37318327	BUSINESS 51 CONSTRUCTION	400.57.70851.5000	20,296.62
03/14/2013	149909	AECOM TECHNICAL SERVICES	ENVIRONMENTAL EAST PARK COMM	37321971	MISC UNCLASSIFIED GENERAL	419.51.19850.5000	489.33
03/14/2013	149909	AECOM TECHNICAL SERVICES	ENVIRONMENTAL DUNRITE-PROJ#60	37321986	COMMUNITY DEVELOPMENT PURCH	416.57.70900.5000	2,035.28
03/14/2013	149909	AECOM TECHNICAL SERVICES	ENVIRONMENTAL NORMINGTON'S LA	37321990	COMMUNITY DEVELOPMENT PURCH	416.57.70900.5000	20,614.27
03/14/2013	149910	AFFORDABLE AUTO GLASS LL	REPLACE WINDSHIELD	6206	FLEET MAINTENANCE	100.53.30233.2912	220.00
03/14/2013	149911	AFFORDABLE TREE SERVICE	TREE REMOVAL	679266	FORESTRY DEPARTMENT	100.56.50100.2928	999.00
03/14/2013	149912	AMERICAN PUBLIC WORKS AS	GEN SEMINAR/EDUCATION EXP (05/0	ID#674579 0	D.P.W. ADMIN/ENGINEERING	100.53.30100.5910	628.00
03/14/2013	149913	AMERICAN WELDING AND GAS	BAND SAW BLADES	02117091		100.16100	203.28
03/14/2013	149913	AMERICAN WELDING AND GAS	TORCH GAS	02118201	FLEET MAINTENANCE	100.53.30233.3501	31.14
03/14/2013	149914	ARAMARK UNIFORM SERVICES	UNIFORMS	632-6960787	D.P.W. ADMIN/ENGINEERING	100.53.30100.3506	116.04
03/14/2013	149914	ARAMARK UNIFORM SERVICES	SHOP TOWELS	632-6964078	CITY ICE FACILITY	100.55.50450.3551	49.88
03/14/2013	149915	AUSTIN, LARRY	CONTRACTED SNOW REMOVAL-(02/1	INV 03/03/13	CITY INSPECTION DEPARTMENT	100.52.18400.2927	1,367.95
03/14/2013	149915	AUSTIN, LARRY	CONTRACTED SNOW REMOVAL-(03/0	INV 03/03/13	CITY INSPECTION DEPARTMENT	100.52.18400.2927	437.90
03/14/2013	149915	AUSTIN, LARRY	CONTRACTED SNOW REMOVAL-(03/0	INV 03/06/13	CITY INSPECTION DEPARTMENT	100.52.18400.2927	484.25
03/14/2013	149916	BATTERIES PLUS	BATTERIES	072-108901-	CITY ICE FACILITY	100.55.50450.3551	16.99
03/14/2013	149917	BAUERNFEIND BUSINESS TEC	CONTRACTUAL COPIER CHARGES	058773 1	MISC UNCLASSIFIED GENERAL	100.51.19850.2909	928.95
03/14/2013	149917	BAUERNFEIND BUSINESS TEC	SUPPLIES	47077A 1	CITY ASSESSOR'S OFFICE	100.51.16530.3000	46.50
03/14/2013	149918	BOOK LOOK	ART SUPPLIES	5650	ST PT SCULPTURE PARK	202.57.50683.5000	25.55
03/14/2013	149919	BORCHARDT, BRIAN	OFFICE SUPPLIES	INV 03/06/13	MUSEUM GENERAL EXP	241.51.00750.5000	18.58
03/14/2013	149920	BRILLOWSKI, DEAN	CLOTHING ALLOWANCE	2013 SHOE	D.P.W. ADMIN/ENGINEERING	100.53.30100.3020	150.00
03/14/2013	149921	BROOKS TRACTOR INC	CAB MOUNTS	W31464	FLEET MAINTENANCE	100.53.30233.3501	505.54
03/14/2013	149921	BROOKS TRACTOR INC	SENSOR	W31541	FLEET MAINTENANCE	100.53.30233.3501	375.49
03/14/2013	149922	BRUCE MUNICIPAL EQUIPMEN	CHAIN GUARD/BLOWER	5130814	FLEET MAINTENANCE	100.53.30233.3501	381.94

Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account Segment Title	Invoice GL Account	Invoice Amount
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	SNOWFLOW LIGHTS	633-143663	FLEET MAINTENANCE	100.53.30233.3501	89.99
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	OIL PRESSURE SENSOR	633-143702	FLEET MAINTENANCE	100.53.30233.3501	12.09
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	HALOGEN HEADLAMP	633-143749	FLEET MAINTENANCE	100.53.30233.3501	31.48
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	CREDIT-PURCH ON INV 633-142300	633-143762	FLEET MAINTENANCE	100.53.30233.3501	86.99-
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	SUPER GLUE	633-143777	FLEET MAINTENANCE	100.53.30233.3501	4.58
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	WIPER BLADE	633-143788	FLEET MAINTENANCE	100.53.30233.3501	7.99
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	HALOGEN HEADLAMP	633-143793		100.16100	94.44
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	AIR COUPLER	633-143821	DPW - ELIGIBLE	100.53.30397.3550	12.39
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	AIR HOSE COUPLER	633-143878	DPW - ELIGIBLE	100.53.30397.3550	37.17
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	GEAR OIL	633-143886		100.16100	26.45
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	AIR COUPLER	633-143897	DPW - ELIGIBLE	100.53.30397.3550	37.17
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	BELT	633-143901		100.16100	35.39
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	FILTERS & PULLEYS	633-143905		100.16100	175.87
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	WIPER BLADE	633-143951	FLEET MAINTENANCE	100.53.30233.3501	29.98
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	BRAKE LINE FITTINGS	633-144003	FLEET MAINTENANCE	100.53.30233.3501	5.34
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	GREASE	633-144118	FLEET MAINTENANCE	100.53.30233.3401	320.00
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	LIGHT HOUSING	633-144119	FLEET MAINTENANCE	100.53.30233.3501	88.38
03/14/2013	149923	BUMPER TO BUMPER AUTO PA	BATTERIES	633-144195	FLEET MAINTENANCE	100.53.30233.3501	20.48
03/14/2013	149924	BUSHMAN ELECTRIC CRANE &	STREET LIGHT REPAIR	21587C	DPW - INELIGIBLE	100.53.30398.2302	615.98
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2900991916	DPW - ELIGIBLE	100.53.30397.4500	13,646.18
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2900993477	DPW - ELIGIBLE	100.53.30397.4500	5,661.61
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2900994660	DPW - ELIGIBLE	100.53.30397.4500	7,093.28
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2900995079	DPW - ELIGIBLE	100.53.30397.4500	2,849.94
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2900996912	DPW - ELIGIBLE	100.53.30397.4500	22,360.61
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2900999804	DPW - ELIGIBLE	100.53.30397.4500	23,951.16
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2901002473	DPW - ELIGIBLE	100.53.30397.4500	12,719.16
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2901003279	DPW - ELIGIBLE	100.53.30397.4500	5,673.74
03/14/2013	149925	CARGILL INC	SALT PURCHASE	2901005513	DPW - ELIGIBLE	100.53.30397.4500	7,130.92
03/14/2013	149926	CARQUEST AUTO PARTS	THERMOSTAT W/HOUSING	2042-321923	FLEET MAINTENANCE	100.53.30233.3501	21.53
03/14/2013	149927	CASPERS TRUCK EQUIPMENT	HYDRAULIC CYLINDERS	65354		100.16100	872.07
03/14/2013	149928	CDW GOVERNMENT	PHONE SYSTEM UPGRADE	WA1300078	MISC UNCLASSIFIED GENERAL	100.51.19850.2203	175.00
03/14/2013	149929	CHETS PLUMBING & HEATING I	TOILET SEAL	9647	DPW - ELIGIBLE	100.53.30397.3550	17.41
03/14/2013	149930	CINTAS CORPORATION #442	CLEANING SUPPLIES	442187499	DPW - ELIGIBLE	100.53.30397.3550	122.95
03/14/2013	149930	CINTAS CORPORATION #442	CLEANING SUPPLIES	442188128	DPW - ELIGIBLE	100.53.30397.3550	122.95
03/14/2013	149930	CINTAS CORPORATION #442	CLEANING SUPPLIES	442188763	DPW - ELIGIBLE	100.53.30397.3550	122.95
03/14/2013	149931	COMMUNITY DEVELOPMENT A	ADDITIONAL INSURED POLICY FOR M	76004	INSURANCE (LIAB/FLEET/UMB)	100.51.19930.5100	154.50
03/14/2013	149932	COMMUNITY INDUSTRIES COR	CONTRACTUAL NUISANCE ABATEME	00042336	CITY INSPECTION DEPARTMENT	100.52.18400.2927	59.00
03/14/2013	149933	CONNEY SAFETY PRODUCTS	SAFETY SUPPLIES	04373408	PARKS DEPARTMENT	100.55.50200.3008	766.37
03/14/2013	149934	CONSTRUCKS INC	JOHN DEERE 644 LOADER-REPAIRS	28317	FLEET MAINTENANCE	100.53.30233.3504	517.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109808	FLEET MAINTENANCE	100.53.30233.3508	9.00

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03/14/2013	149935	COOPER OIL INC	CAR WASH	109809	FLEET MAINTENANCE	100.53.30233.3508	9.00
03/14/2013	149935	COOPER OIL INC	CAR WASH	109810	FLEET MAINTENANCE	100.53.30233.3508	9.00
03/14/2013	149935	COOPER OIL INC	CAR WASH	109812	FLEET MAINTENANCE	100.53.30233.3508	9.00
03/14/2013	149935	COOPER OIL INC	CAR WASH	109813	FLEET MAINTENANCE	100.53.30233.3508	9.00
03/14/2013	149935	COOPER OIL INC	CAR WASH	109814	FLEET MAINTENANCE	100.53.30233.3508	9.00
03/14/2013	149935	COOPER OIL INC	CAR WASH	109815	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109816	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109817	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109818	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109820	FLEET MAINTENANCE	100.53.30233.3508	9.00
03/14/2013	149935	COOPER OIL INC	CAR WASH	109821	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109822	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109823	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109824	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109825	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	CAR WASH	109826	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/14/2013	149935	COOPER OIL INC	FUEL PURCHASE	TRAN# 5208	FLEET MAINTENANCE	100.53.30233.3401	42.25
03/14/2013	149935	COOPER OIL INC	KEROSENE PURCHASE	TRAN# 5283	FLEET MAINTENANCE	100.53.30233.3401	59.00
03/14/2013	149935	COOPER OIL INC	KEROSENE PURCHASE	TRAN# 5314	FLEET MAINTENANCE	100.53.30233.3401	21.87
03/14/2013	149935	COOPER OIL INC	KEROSENE PURCHASE	TRAN# 5335	FLEET MAINTENANCE	100.53.30233.3401	30.50
03/14/2013	149935	COOPER OIL INC	KEROSENE PURCHASE	TRAN# 5399	FLEET MAINTENANCE	100.53.30233.3401	50.41
03/14/2013	149935	COOPER OIL INC	FUEL PURCHASE	TRAN#4639	FLEET MAINTENANCE	100.53.30233.3401	92.83
03/14/2013	149935	COOPER OIL INC	FUEL PURCHASE	TRAN#5083	FLEET MAINTENANCE	100.53.30233.3401	83.00
03/14/2013	149935	COOPER OIL INC	FUEL PURCHASE	TRAN#5148	FLEET MAINTENANCE	100.53.30233.3401	29.08
03/14/2013	149936	COPY CENTER	BUDGET BOOKS	61243	MISC UNCLASSIFIED GENERAL	100.51.19850.5000	361.60
03/14/2013	149937	CTL COMPANY INC	TOWELING	166148	DPW - ELIGIBLE	100.53.30397.3550	190.52
03/14/2013	149938	DAN BOHM SPORTS LLC	TROPHIES	498	WINTER RECREATION PROGRAMS	100.55.50320.3755	142.50
03/14/2013	149939	EAST-CENTRAL WI PLUMBING I	MEMBERSHIP TO PLUMB INSP ASSO	INV 03/05/13	CITY INSPECTION DEPARTMENT	100.52.18400.3202	25.00
03/14/2013	149940	EMPLOYEE RESOURCE CENTE	EAP BENEFIT	0213-067	OTHER GENERAL GOVERNMENT	100.51.19900.2150	600.06
03/14/2013	149941	FASTENAL COMPANY	HYD FITTINGS	WISTE15133		100.16100	326.91
03/14/2013	149941	FASTENAL COMPANY	BOLTS	WISTE15133	FLEET MAINTENANCE	100.53.30233.3501	17.24
03/14/2013	149941	FASTENAL COMPANY	FLOW BOLTS & NUTS	WISTE15135	FLEET MAINTENANCE	100.53.30233.3501	347.40
03/14/2013	149941	FASTENAL COMPANY	RIVETS & SIGN SUPPLIES	WISTE15151	DPW - ELIGIBLE	100.53.30397.4801	16.45
03/14/2013	149941	FASTENAL COMPANY	HYD FITTINGS	WISTE15156		100.16100	35.91
03/14/2013	149941	FASTENAL COMPANY	SANDING DISCS	WISTE15164	FLEET MAINTENANCE	100.53.30233.3501	71.42
03/14/2013	149941	FASTENAL COMPANY	BOLTS	WISTE15164	FLEET MAINTENANCE	100.53.30233.3501	1.62
03/14/2013	149942	FIBERNET COMMUNICATIONS	PHONE UPGRADE	26584	MISC UNCLASSIFIED GENERAL	100.51.19850.2203	200.00
03/14/2013	149943	FIRST SUPPLY LLC	TOILET	9756771-00	DPW - ELIGIBLE	100.53.30397.3550	116.64
03/14/2013	149943	FIRST SUPPLY LLC	GASKET	9756776-00	DPW - ELIGIBLE	100.53.30397.3550	27.59
03/14/2013	149944	FLEETPRIDE	TURBO	52831628	FLEET MAINTENANCE	100.53.30233.3501	1,597.28

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03/14/2013	149945	FRANK'S HARDWARE	MASONRY SCREWS & BIT	A232449	D.P.W. ADMIN/ENGINEERING	100.53.30100.3000	13.95
03/14/2013	149945	FRANK'S HARDWARE	MAIL BOX	A233642	DPW - ELIGIBLE	100.53.30397.4801	64.59
03/14/2013	149945	FRANK'S HARDWARE	WALL PLATE & TIMER	A233980	DPW - ELIGIBLE	100.53.30397.3550	20.88
03/14/2013	149945	FRANK'S HARDWARE	CLEANER	A234165	PARKS DEPARTMENT	100.55.50200.3550	9.97
03/14/2013	149945	FRANK'S HARDWARE	SINKER NAIL	A234387	PARKS DEPARTMENT	100.55.50200.3550	2.65
03/14/2013	149945	FRANK'S HARDWARE	SEALANT	A234993	PARKS DEPARTMENT	100.55.50200.3550	7.59
03/14/2013	149945	FRANK'S HARDWARE	PLEXI GLASS, SEALANT & SCREWDRI	A234995	PARKS DEPARTMENT	100.55.50200.3550	80.39
03/14/2013	149945	FRANK'S HARDWARE	RIVETS	A235079	FLEET MAINTENANCE	100.53.30233.3501	10.33
03/14/2013	149945	FRANK'S HARDWARE	DOOR STOP (GYM DOOR)	A235155	PARKS DEPARTMENT	100.55.50200.3550	6.45
03/14/2013	149945	FRANK'S HARDWARE	SHOVELS	A235196	DPW - ELIGIBLE	100.53.30397.3505	45.57
03/14/2013	149945	FRANK'S HARDWARE	WELL NUTS	A235235	FLEET MAINTENANCE	100.53.30233.3501	4.80
03/14/2013	149945	FRANK'S HARDWARE	ANT KILLER	A235236	DPW - ELIGIBLE	100.53.30397.3550	6.58
03/14/2013	149945	FRANK'S HARDWARE	BUILDING SUPPLIES	B149915	DPW - ELIGIBLE	100.53.30397.3550	77.55
03/14/2013	149945	FRANK'S HARDWARE	MOUSETRAP & TOOLS	B150154	CITY ICE FACILITY	100.55.50450.3551	18.76
03/14/2013	149945	FRANK'S HARDWARE	HOOKS	B150233	DPW - ELIGIBLE	100.53.30397.3550	1.23
03/14/2013	149946	FURO RACECRAFT LLC	ALUMINUM BOX	1710	FLEET MAINTENANCE	100.53.30233.3501	725.50
03/14/2013	149947	GANNETT	ACCT# 560310 AD FOR ASST SUP INT	0007014880	OTHER GENERAL GOVERNMENT	100.51.19900.5002	332.05
03/14/2013	149948	GRAYBAR ELECTRIC COMPAN	ELECTRICAL CONNECTORS	964757407	FLEET MAINTENANCE	100.53.30233.3501	7.08
03/14/2013	149948	GRAYBAR ELECTRIC COMPAN	LIGHT BALLAST	965175660	CITY ICE FACILITY	100.55.50450.2702	643.37
03/14/2013	149948	GRAYBAR ELECTRIC COMPAN	LIGHT BALLAST	965186630	CITY ICE FACILITY	100.55.50450.2702	56.94
03/14/2013	149949	HEATH JR, JEFFREY	ART SALES	SCARABOC	MUSEUM GENERAL EXP	241.51.00750.5000	30.10
03/14/2013	149950	HOLIDAY WHOLESALE	NAPKING	6493613	ARENA CONCESSIONS	100.55.50451.3001	69.00
03/14/2013	149951	HUMPHREY SERVICE PARTS I	HUB OIL CAPS	2135750		100.16100	68.32
03/14/2013	149951	HUMPHREY SERVICE PARTS I	VALVE	2135770	FLEET MAINTENANCE	100.53.30233.3501	80.25
03/14/2013	149951	HUMPHREY SERVICE PARTS I	AIR DRAIN VALVE	2135952	FLEET MAINTENANCE	100.53.30233.3501	4.72
03/14/2013	149952	INTEGRYS ENERGY SERVICES	GAS CHARGE-DPW	1384706	DPW - ELIGIBLE	100.53.30397.2200	1,992.60
03/14/2013	149953	JACKSON SAMARA LLC	WEBPAGE SERVICE	0000014	ST PT SCULPTURE PARK	202.57.50683.5000	66.71
03/14/2013	149954	JOHN DEERE LANDSCAPES IN	IRRIGATION HEADS	63808272	PARKS DEPARTMENT	100.55.50200.5754	608.40
03/14/2013	149955	JOHN M ELLSWORTH CO INC	FUEL PUMP NOZZLE	0308556-IN	MISC UNCLASSIFIED GENERAL	212.51.00850.5999	263.27
03/14/2013	149956	JOHNSON TOWING	TOW VEHICLE	77663	FLEET MAINTENANCE	100.53.30233.3504	85.00
03/14/2013	149957	JOURNAL COMMUNITY PUBLIS	WHITETAIL ADVERTISING	1086708-2-1	MISC UNCLASSIFIED GENERAL	410.51.00850.5000	165.00
03/14/2013	149958	KAWNEER COMPANY INC	STRUCTURAL WORK FROM MALL DE	117447 RI	COMMUNITY DEVELOPMENT PURCH	416.57.70900.5000	4,745.74
03/14/2013	149958	KAWNEER COMPANY INC	STRUCTURAL WORK ON MALL PROJ	98796 RI	COMMUNITY DEVELOPMENT PURCH	416.57.70900.5000	565.26
03/14/2013	149959	LABLANCS SOUTH SIDE MOTO	CHAINSAW SAW-CHAIN	0112642	FORESTRY DEPARTMENT	100.56.50100.3758	115.20
03/14/2013	149960	LAFORCE INC	DOOR PARTS	742258 RI	PARKS DEPARTMENT	100.55.50200.3550	172.66
03/14/2013	149961	LAKES GAS CO #16	LP GAS (FORKLIFT)	162444	FLEET MAINTENANCE	100.53.30233.3501	32.20
03/14/2013	149961	LAKES GAS CO #16	LP GAS	162445	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8275	413.75
03/14/2013	149962	LAWSON PRODUCTS	MISC SUPPLIES	9301476323	FLEET MAINTENANCE	100.53.30233.3501	174.09
03/14/2013	149963	LITTLE CAESARS PIZZA	CONCESSION PIZZA ORDER-01/04/13-	INV 02/25/13	ARENA CONCESSIONS	100.55.50451.3001	473.25
03/14/2013	149964	LONDERVILLE STEEL ENT	STEEL PURCHASE	209566		100.16100	101.63

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03/14/2013	149964	LONDERVILLE STEEL ENT	STEEL	210051	DPW - ELIGIBLE	100.53.30397.3550	65.00
03/14/2013	149965	MAHER WATER CORPORATION	GENERAL OFFICE SUPPLIES	8873 03/01/1	D.P.W. ADMIN/ENGINEERING	100.53.30100.3000	39.00
03/14/2013	149966	MECHANICAL SERVICES INC	FURNACE REPAIR	16125	DPW - ELIGIBLE	100.53.30397.3550	533.61
03/14/2013	149966	MECHANICAL SERVICES INC	FURNACE REPAIR	16126	DPW - ELIGIBLE	100.53.30397.3550	527.87
03/14/2013	149966	MECHANICAL SERVICES INC	SEAL DUCT JOINTS	16127	DPW - ELIGIBLE	100.53.30397.3550	482.00
03/14/2013	149967	MENARDS	SHOP SUPPLIES	19260	PARKS DEPARTMENT	100.55.50200.3550	85.23
03/14/2013	149967	MENARDS	SOCKET HOLDER	19544	PARKS DEPARTMENT	100.55.50200.3550	14.96
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	CUP HOLDER	145748P	FLEET MAINTENANCE	100.53.30233.3501	85.47
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	STEERING U-JOINT	145779P	FLEET MAINTENANCE	100.53.30233.3501	15.47
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	SPEEDOMETER	145782P	FLEET MAINTENANCE	100.53.30233.3501	107.68
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	DASH CLUSTER	145940P	FLEET MAINTENANCE	100.53.30233.3501	1,320.57
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	RADIATOR CAP	145943P	FLEET MAINTENANCE	100.53.30233.3501	13.09
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	LIGHT	145974P	FLEET MAINTENANCE	100.53.30233.3501	41.57
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	MIRROR KITS & GLASS	145987P	FLEET MAINTENANCE	100.53.30233.3501	98.58
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	OIL LINE TUBE	146016P	FLEET MAINTENANCE	100.53.30233.3501	48.36
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	PUMP/MODULE	146110P	FLEET MAINTENANCE	100.53.30233.3501	860.08
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	MIRROR KITS & GLASS	146151P	FLEET MAINTENANCE	100.53.30233.3501	53.15
03/14/2013	149968	MID-STATE TRUCK SERVICE IN	RELAY-CREDIT	CM145267P	FLEET MAINTENANCE	100.53.30233.3501	17.78-
03/14/2013	149969	MMG OCCUPATIONAL MEDICIN	DOT RANDOM TESTING	83774	OTHER GENERAL GOVERNMENT	100.51.19900.2100	110.00
03/14/2013	149970	MYGOV	CONTRACTUAL SOFTWARE	103196	INFORMATION TECHNOLOGY	100.51.19870.2907	700.00
03/14/2013	149971	NORTH, JOAN	ART SALES	SCARABOC	MUSEUM GENERAL EXP	241.51.00750.5000	67.50
03/14/2013	149972	OFFICE SUPPLIES 2 U	PACKAGING TAPE	OE-150938-1	D.P.W. ADMIN/ENGINEERING	100.53.30100.3000	36.89
03/14/2013	149972	OFFICE SUPPLIES 2 U	TAPE	OE-151179-1	FLEET MAINTENANCE	100.53.30233.3501	34.24
03/14/2013	149973	OLSEN SAFETY EQUIPMENT	HAND WIPES	0283727-IN	DPW - ELIGIBLE	100.53.30397.3008	95.67
03/14/2013	149974	O'REILLY AUTO PARTS	MUD FLAPS	2325-159453	FLEET MAINTENANCE	100.53.30233.3501	359.88
03/14/2013	149974	O'REILLY AUTO PARTS	WASHER FLUID	2325-159813	FLEET MAINTENANCE	100.53.30233.3501	36.00
03/14/2013	149974	O'REILLY AUTO PARTS	PLUGS & WIRES	2325-159937	FLEET MAINTENANCE	100.53.30233.3501	77.58
03/14/2013	149974	O'REILLY AUTO PARTS	MUDFLAPS	2325-159960	FLEET MAINTENANCE	100.53.30233.3501	29.99
03/14/2013	149974	O'REILLY AUTO PARTS	RETURN PURCH ON INV#2325-159937	2325-160155	FLEET MAINTENANCE	100.53.30233.3501	77.58-
03/14/2013	149974	O'REILLY AUTO PARTS	HYD FILTERS	2325-160366		100.16100	93.75
03/14/2013	149974	O'REILLY AUTO PARTS	OIL FILTERS	2325-160468		100.16100	28.76
03/14/2013	149975	POINT EMBROIDERY & SCREE	T-SHIRTS	INV 02/12/13	WINTER RECREATION PROGRAMS	100.55.50320.3755	187.50
03/14/2013	149976	POINT OF BEGINNING INC	ELLIS STREET PROJECT	11667	CAPITAL OUTLAY- ROAD MAINT	401.57.70850.8703	6,000.00
03/14/2013	149977	POINT SUPPLY	BROWN PAPER TOWEL	13982	CITY ICE FACILITY	100.55.50450.3551	479.80
03/14/2013	149977	POINT SUPPLY	TISSUE & PAPER TOWEL	13992	GENERAL RECREATION	100.55.50490.3551	3,941.70
03/14/2013	149978	PORTAGE COUNTY GAZETTE	AD-"PUBLIC SKATE SCHEDULE"	48903	CITY ICE FACILITY	100.55.50450.3450	30.63
03/14/2013	149978	PORTAGE COUNTY GAZETTE	AD-"PUBLIC SKATE SCHEDULE"	48961	CITY ICE FACILITY	100.55.50450.3450	30.63
03/14/2013	149978	PORTAGE COUNTY GAZETTE	AD-"PUBLIC SKATE SCHEDULE"	49120	CITY ICE FACILITY	100.55.50450.3450	30.63
03/14/2013	149978	PORTAGE COUNTY GAZETTE	10055504503450	49177	CITY ICE FACILITY	100.55.50450.3450	30.63
03/14/2013	149978	PORTAGE COUNTY GAZETTE	AD-"APPLICATIONS"	49230	CITY ICE FACILITY	100.55.50450.3450	51.00

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03/14/2013	149978	PORTAGE COUNTY GAZETTE	ENG TECH AD	49247		100.13901	46.80
03/14/2013	149978	PORTAGE COUNTY GAZETTE	PUBLICATIONS	49250	D.P.W. ADMIN/ENGINEERING	100.53.30100.3200	972.00
03/14/2013	149978	PORTAGE COUNTY GAZETTE	LEGAL PUBLICATIONS	49250	OTHER GENERAL GOVERNMENT	100.51.19900.5151	514.36
03/14/2013	149979	PORTAGE COUNTY LIBRARY	2012 LIBRARY TRUST INTEREST	2012 INT	PUBLIC LIBRARY	802.55.00110.7100	1,841.70
03/14/2013	149980	PORTAGE COUNTY TREASURE	SOLID WASTE	030020 02/2	REFUSE/GARBAGE COLLECTIONS	100.53.30620.5750	10,162.76
03/14/2013	149980	PORTAGE COUNTY TREASURE	SOLID WASTE	030020 02/2	RECYCLING	100.53.30633.5750	5,468.69
03/14/2013	149981	PRO-CLEAN	CLEANING	SCARABOC	MUSEUM GENERAL EXP	241.51.00750.5000	16.00
03/14/2013	149982	REINDERS INC	MOWER PARTS	1419479-01		100.16100	421.31
03/14/2013	149982	REINDERS INC	MOWER PARTS	1421498-00	FLEET MAINTENANCE	100.53.30233.3501	151.98
03/14/2013	149982	REINDERS INC	MOWER PARTS	1421498-00		100.16100	151.73
03/14/2013	149982	REINDERS INC	CASTER WHEELS	1421499-00		100.16100	375.32
03/14/2013	149983	RHOMAR INDUSTRIES INC	TAR REMOVER	75093		100.16100	200.90
03/14/2013	149984	RUEHL, KEVIN	CLOTHING ALLOWANCE	2013 SHOE	D.P.W. ADMIN/ENGINEERING	100.53.30100.3020	142.41
03/14/2013	149984	RUEHL, KEVIN	NON-PPO PROVIDER PYMT-(11/9, 11/	INV 03/06/13	OTHER GENERAL GOVERNMENT	650.51.00900.5118	27.00
03/14/2013	149984	RUEHL, KEVIN	NON-PPO PROVIDER PYMT-12/14 & 1	INV 03/06/13	OTHER GENERAL GOVERNMENT	650.51.00900.5118	8.00
03/14/2013	149985	SCAFFIDI MOTORS INC	ABS SENSOR	141837	FLEET MAINTENANCE	100.53.30233.3501	44.15
03/14/2013	149985	SCAFFIDI MOTORS INC	CLAMPS & FILTERS	141838		100.16100	171.91
03/14/2013	149985	SCAFFIDI MOTORS INC	WIPER BLADES	141845		100.16100	40.50
03/14/2013	149985	SCAFFIDI MOTORS INC	LEVEL SENSOR	141854	FLEET MAINTENANCE	100.53.30233.3501	40.49
03/14/2013	149985	SCAFFIDI MOTORS INC	SITE GLASS	142142	FLEET MAINTENANCE	100.53.30233.3501	31.15
03/14/2013	149985	SCAFFIDI MOTORS INC	FILTERS	239851		100.16100	29.22
03/14/2013	149985	SCAFFIDI MOTORS INC	REPAIR VEHICLE	631524	FLEET MAINTENANCE	100.53.30233.2912	1,548.98
03/14/2013	149985	SCAFFIDI MOTORS INC	SERVICE VEHICLE	631805	FLEET MAINTENANCE	100.53.30233.2912	26.67
03/14/2013	149985	SCAFFIDI MOTORS INC	REPAIR VEHICLE	632214	FLEET MAINTENANCE	100.53.30233.2912	214.26
03/14/2013	149985	SCAFFIDI MOTORS INC	SENSOR-CREDIT	CM239538	FLEET MAINTENANCE	100.53.30233.3501	48.71-
03/14/2013	149986	SCOTT'S PORTABLE TOILETS	POR-A-POT	5256	PARKS DEPARTMENT	100.55.50200.2922	89.00
03/14/2013	149987	SEILER INSTRUMENT & MFG C	ORDER# CO-269143-ENG EQUIP REP	291098	D.P.W. ADMIN/ENGINEERING	100.53.30100.2919	248.25
03/14/2013	149988	SERVICE MOTOR COMPANY	CREDIT FOR RETURNED PARTS	IC02604	FLEET MAINTENANCE	100.53.30233.3501	219.57-
03/14/2013	149988	SERVICE MOTOR COMPANY	BROOM PARTS	IS57973	FLEET MAINTENANCE	100.53.30233.3501	301.23
03/14/2013	149988	SERVICE MOTOR COMPANY	BROOM ASSY-DRIVELINE	IS58051	FLEET MAINTENANCE	100.53.30233.3501	595.34
03/14/2013	149989	SHERWIN-WILLIAMS CO	PAINT	0487-8	PARKS DEPARTMENT	100.55.50200.3550	49.33
03/14/2013	149990	SNAP-ON TOOLS	TOOLS	264171	DPW - ELIGIBLE	100.53.30397.3505	105.50
03/14/2013	149991	SOUNDWORKS SYSTEMS INC	SERVICE-AUDIO SYSTEM HUMMING	39940	CITY ICE FACILITY	100.55.50450.2702	65.00
03/14/2013	149992	SPASH ATHLETICS	WILLETT CONC LABOR-(01/01/13-02/2	INV 02/26/13	ARENA CONCESSIONS	100.55.50451.5970	316.50
03/14/2013	149993	SPECIALIZED COMPUTER SYS	COMPUTER PURCHASE	0027189-IN	CITY ENGINEERING	100.57.70311.8001	9,112.00
03/14/2013	149994	STAPLES ADVANTAGE	GENERAL OFFICE SUPPLIES	115749660	D.P.W. ADMIN/ENGINEERING	100.53.30100.3000	189.58
03/14/2013	149995	STEVENS POINT WATER AND	CONTRACTUAL SOFTWARE	0001187	INFORMATION TECHNOLOGY	100.51.19870.2907	990.00
03/14/2013	149995	STEVENS POINT WATER AND	ROGERS ST & CENTERPOINT	10136-000 0	GENERAL RECREATION	100.55.50490.2204	25.50
03/14/2013	149995	STEVENS POINT WATER AND	ATWELL PARK	11706-000 0	GENERAL RECREATION	100.55.50490.2204	25.50
03/14/2013	149995	STEVENS POINT WATER AND	HEIN PARK	12189-000 0	GENERAL RECREATION	100.55.50490.2204	25.50

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03/14/2013	149995	STEVENS POINT WATER AND	1701 FRANKLIN ST	13017-000 0	FIRE DEPT - STATION #2	100.52.25230.2204	322.13
03/14/2013	149995	STEVENS POINT WATER AND	1701 FRANKLIN ST	13017-000 0	AMBULANCE	100.52.25300.2200	322.12
03/14/2013	149996	SUPERIOR CHEMICAL CORPO	AIR FRESHNER	19663	DPW - ELIGIBLE	100.53.30397.3550	73.28
03/14/2013	149997	TRANE	COMPRESSOR REPLACEMENT (LABO	31682325	OUTLAY - WILLETT ARENA	202.57.70646.8921	16,517.79
03/14/2013	149998	TRANSMOTION LLC	FM COUPLER ASSY & FM NIPPLE ASS	202932CR		100.16100	171.88-
03/14/2013	149998	TRANSMOTION LLC	HYD HOSE	501865	FLEET MAINTENANCE	100.53.30233.3501	153.53
03/14/2013	149998	TRANSMOTION LLC	FITTINGS	502146	FLEET MAINTENANCE	100.53.30233.3501	3.65
03/14/2013	149998	TRANSMOTION LLC	HYD HOSE	503120	FLEET MAINTENANCE	100.53.30233.3501	125.11
03/14/2013	149999	TRIG'S	FOOD SUPPLIES	TRX#105 02/	MUSEUM GENERAL EXP	241.51.00750.5000	118.82
03/14/2013	149999	TRIG'S	B-DAY CAKES & SODA	TRX#150 03/	ARENA CONCESSIONS	100.55.50451.3001	47.96
03/14/2013	149999	TRIG'S	HEALTH ASSESSMENT ITEMS	TRX#183 03/	MISC UNCLASSIFIED GENERAL	650.51.00850.5000	14.00
03/14/2013	150000	TRUCK EQUIPMENT	TRUCK TARP PARTS	91948	FLEET MAINTENANCE	100.53.30233.3501	178.73
03/14/2013	150001	UNITED WAY OF PORTAGE CO	2012 UNITED WAY INTEREST	2012 INT	MISC UNCLASSIFIED GENERAL	800.51.00850.7100	149.59
03/14/2013	150002	UPS	SHIPPER#648VX4 & CONTROL ID#136	0000648VX4	D.P.W. ADMIN/ENGINEERING	100.53.30100.3009	93.48
03/14/2013	150003	UWSP ATHLETICS	WILLETT CONC LABOR-01/01/13-02/16	INV 02/26/13	ARENA CONCESSIONS	100.55.50451.5970	378.00
03/14/2013	150004	V & H INC	FENDER BRACES	534633M		100.16100	252.07
03/14/2013	150004	V & H INC	STEERING LINK	534893M	FLEET MAINTENANCE	100.53.30233.3501	171.12
03/14/2013	150004	V & H INC	WIPER ARM ASSBLY	534974M	FLEET MAINTENANCE	100.53.30233.3501	128.77
03/14/2013	150004	V & H INC	WIPER MOTOR ASSBLY	535017M		100.16100	103.87
03/14/2013	150004	V & H INC	COOLANT HOSES	535347M	FLEET MAINTENANCE	100.53.30233.3501	30.19
03/14/2013	150005	WERNER ELECTRIC SUPPLY C	WIRING	S3790625.00	DPW - ELIGIBLE	100.53.30397.3550	68.68
03/14/2013	150005	WERNER ELECTRIC SUPPLY C	CONDUIT	S3801917.00	PARKS DEPARTMENT	100.55.50200.5753	8.61
03/14/2013	150006	WISCONSIN LEGAL SERVICES	LEGAL SERVICE	06925	MISC UNCLASSIFIED GENERAL	100.51.19850.5000	78.60
03/14/2013	150007	WRIGHT, WALTER	COMPUTER UPDATE	5065	FORESTRY DEPARTMENT	100.56.50100.3758	160.00
03/14/2013	150008	ZARNOTH BRUSH WORKS INC	BROOM REFILL	0142296-IN		100.16100	555.50
03/20/2013	150009	AERCOR WIRELESS INC	NET MOTION LICENSES (15)	12048	CAPITAL OUTLAY-EMERG MGMT	401.57.70261.8014	4,775.97
03/20/2013	150010	APPLELAND LAW ENFORCEME	AMMUNITION	00002095	GENERAL POLICE EXPENDITURES	100.52.20100.3609	4,165.00
03/20/2013	150011	BATTERIES PLUS	BATTERIES	072-108640-	GENERAL POLICE EXPENDITURES	100.52.20100.3510	14.69
03/20/2013	150011	BATTERIES PLUS	BATTERIES	072-108640-	GENERAL POLICE EXPENDITURES	100.52.20100.3604	57.60
03/20/2013	150012	FIRE PRO INC	ANNUAL FIRE EXTINGUISHER MAINT	13-501	GENERAL POLICE EXPENDITURES	100.52.20100.3510	152.30
03/20/2013	150013	FOX VALLEY TECHNICAL COLL	REGIST: SGT PIOTROWSKI (CRISIS N	TPB0001726	GENERAL POLICE EXPENDITURES	100.52.20100.5907	120.00
03/20/2013	150014	FURO RACECRAFT LLC	TAX EXEMPT - TINT WINDSHIELD #13	1713	GENERAL POLICE EXPENDITURES	227.52.00100.5000	100.00
03/20/2013	150015	INT'L ASSOC OF CHIEF OF POL	IACP TRAINING KEYS SUBSCRIPTION	2013IACP K	GENERAL POLICE EXPENDITURES	100.52.20100.5907	231.00
03/20/2013	150016	JAMES M FICO PH.D.	POLICE OFFICER INTERVEIW, TESTIN	3/12/13 JK	GENERAL POLICE EXPENDITURES	100.52.20100.5921	300.00
03/20/2013	150017	JUSTICEWORKS LTD	RESTITUTION MEDIATION FEE - C12-	MR47,49-13	GENERAL POLICE EXPENDITURES	100.52.20100.7204	75.00
03/20/2013	150017	JUSTICEWORKS LTD	RESTITUTION MEDIATION FEE - C13-	MR47,49-13	GENERAL POLICE EXPENDITURES	100.52.20100.7204	75.00
03/20/2013	150018	KUSTOM SIGNAL INC	TURNING FORKS	477809	GENERAL POLICE EXPENDITURES	100.52.20100.3510	46.00
03/20/2013	150019	LARK UNIFORM INC	1" CLUTCH BACK CLUSTER STAR CO	132333	GENERAL POLICE EXPENDITURES	100.52.20100.3801	15.95
03/20/2013	150020	MAHER WATER CORPORATION	WATER FOR WATER COOLER	117-909	EMERGENCY MANAGEMENT	100.52.21090.3001	241.00
03/20/2013	150021	MINNEAPOLIS FINANCE DEPAR	APS ANNUAL USER ACCESS FEE	4004130037	GENERAL POLICE EXPENDITURES	100.52.20100.3003	204.00

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03/20/2013	150022	NCCPA - NORTH CENTRAL CHI	2013 MEMBERSHIP DUES: CHIEF RUD	2013DUES	EMERGENCY MANAGEMENT	100.52.21090.3001	25.00
03/20/2013	150023	NORTHWAY COMMUNICATION	LOCATE & TIGHTEN LOOSE ANTENN	34522	GENERAL POLICE EXPENDITURES	100.52.20100.3510	25.00
03/20/2013	150023	NORTHWAY COMMUNICATION	REPLACE FUSE ON OPI	34636	EMERGENCY MANAGEMENT	100.52.21090.5706	214.45
03/20/2013	150023	NORTHWAY COMMUNICATION	INSERT RETAINER VOLUME KNOB	34766	GENERAL POLICE EXPENDITURES	100.52.20100.3604	150.59
03/20/2013	150023	NORTHWAY COMMUNICATION	SWAP OUT SPPD P-25 BIM CARD	34767	EMERGENCY MANAGEMENT	100.52.21090.2913	133.33
03/20/2013	150023	NORTHWAY COMMUNICATION	ADD DIGITAL MEG CHANNELS TO IB	34768	GENERAL POLICE EXPENDITURES	227.52.00100.5000	160.00
03/20/2013	150024	OFFICE SUPPLIES 2 U	OFFICE SUPPLIES	WO-5807826	EMERGENCY MANAGEMENT	100.52.21090.3001	138.32
03/20/2013	150025	PETTY CASH	CASH ON HAND - REIMB MEAL MONE	PETTY CAS	GENERAL POLICE EXPENDITURES	100.52.20100.5907	1,000.00
03/20/2013	150025	PETTY CASH	WI DEPT OF TRANSPORTATION	PETTY CAS	GENERAL POLICE EXPENDITURES	100.52.20100.3003	10.00
03/20/2013	150025	PETTY CASH	DOMINOS PIZZA - AUXILIARY POLICE	PETTY CAS	GENERAL POLICE EXPENDITURES	100.52.20100.5706	42.15
03/20/2013	150025	PETTY CASH	KWIK TRIP - FUEL	PETTY CAS	GENERAL POLICE EXPENDITURES	100.52.20100.3300	25.00
03/20/2013	150025	PETTY CASH	BILL'S PIZZA SHOP	PETTY CAS	EMERGENCY MANAGEMENT	100.52.21090.3001	20.00
03/20/2013	150025	PETTY CASH	RIDERS BP - WINDSHIELD WIPER FLU	PETTY CAS	GENERAL POLICE EXPENDITURES	100.52.20100.3510	3.15
03/20/2013	150025	PETTY CASH	THE MADISON CONCOURSE - PARKI	PETTY CAS	GENERAL POLICE EXPENDITURES	100.52.20100.5907	18.00
03/20/2013	150026	POINT MOTEL	ROOMS AT HOTEL FOR HOMELESS	02/05/13 RM		100.28204	39.00
03/20/2013	150026	POINT MOTEL	ROOMS AT HOTEL FOR HOMELESS	2/20/13 RM1		100.28204	39.00
03/20/2013	150027	PORTAGE COUNTY EMERGEN	ADULT/CHILD DEFIBRILLATOR PADS	20130227	GENERAL POLICE EXPENDITURES	100.52.20100.3510	268.62
03/20/2013	150028	PORTAGE COUNTY SHERIFF'S	ELECTRIC SERVICE AT DEWEY RANG	DEWEY 2/13	GENERAL POLICE EXPENDITURES	100.52.20100.2200	21.25
03/20/2013	150029	PRECISION CELLULAR & SOUN	UNIVERSAL KEYLESS ENTRY KIT - 8	A70760	GENERAL POLICE EXPENDITURES	100.52.20100.3510	1,279.60
03/20/2013	150030	SIRCHIE FINGER PRINT LABOR	DRUG TESTING KITS	0113963-IN	GENERAL POLICE EXPENDITURES	100.52.20100.3003	497.75
03/20/2013	150031	SKIBBA, MARTIN	MEAL MONEY - TRAINING IN HUDSON	MEALS0325	GENERAL POLICE EXPENDITURES	100.52.20100.5909	825.00
03/20/2013	150032	SPECIALIZED COMPUTER SYS	HP LJ 4250 & 4350 FUSER ASSEMBLY	0027149-IN	EMERGENCY MANAGEMENT	100.52.21090.3001	495.00
03/20/2013	150032	SPECIALIZED COMPUTER SYS	USED 250GB SATA HEARD DRIVE; SE	0027174-IN	EMERGENCY MANAGEMENT	100.52.21090.2906	145.00
03/20/2013	150032	SPECIALIZED COMPUTER SYS	SUPPLIES - TONER	0027180-IN	EMERGENCY MANAGEMENT	100.52.21090.3001	273.96
03/20/2013	150032	SPECIALIZED COMPUTER SYS	MS WINDOWS 8 PRO UPGRADE	0027184-IN	EMERGENCY MANAGEMENT	100.52.21090.2906	834.00
03/20/2013	150032	SPECIALIZED COMPUTER SYS	1 GB PCIE VIDEO CARD	0027192-IN	EMERGENCY MANAGEMENT	100.52.21090.2906	70.00
03/20/2013	150032	SPECIALIZED COMPUTER SYS	UPGRADES FOR VISION AIR PROJEC	0027200-IN	EMERGENCY MANAGEMENT	100.52.21090.2906	154.00
03/20/2013	150032	SPECIALIZED COMPUTER SYS	MICROSOFT KEYBOARD	0027211-IN	EMERGENCY MANAGEMENT	100.52.21090.2906	19.00
03/20/2013	150032	SPECIALIZED COMPUTER SYS	FIX TERMINAL SERVER ISSUE	0027242-IN	EMERGENCY MANAGEMENT	100.52.21090.2906	50.00
03/20/2013	150033	SPECTRA PRINT	BUSINESS CARDS	74690	EMERGENCY MANAGEMENT	100.52.21090.3001	233.26
03/20/2013	150034	STREICHER'S	AMMUNITION	11003049	GENERAL POLICE EXPENDITURES	100.52.20100.3609	1,405.00
03/20/2013	150034	STREICHER'S	AMMUNITION	11004016	GENERAL POLICE EXPENDITURES	100.52.20100.3609	273.00
03/20/2013	150034	STREICHER'S	BOOTS	1993759	GENERAL POLICE EXPENDITURES	100.52.20100.3801	129.99
03/20/2013	150034	STREICHER'S	GLASSES	1997184	GENERAL POLICE EXPENDITURES	100.52.20100.3801	259.80
03/20/2013	150035	US CELLULAR	COMPUTER WIRELESS SERVICE - PO	213861999-0	EMERGENCY MANAGEMENT	100.52.21090.2203	211.20
03/20/2013	150035	US CELLULAR	COMPUTER WIRELESS SERVICE - FI	213861999-0	FIRE - STATION #1	100.52.25220.2203	105.60
03/20/2013	150036	WI DEPT OF JUSTICE - 2688	RECORD CHECKS - FEBRUARY (20)	G1024T 03/0	EMERGENCY MANAGEMENT	100.52.21090.2821	140.00
03/20/2013	150037	WI STATE LABORATORY OF HY	ETHANOL BLOOD DRAW	250023-1	GENERAL POLICE EXPENDITURES	100.52.20100.5610	40.00
03/28/2013	150038	AMERICAN WELDING AND GAS	WELDING GAS	02150520	FLEET MAINTENANCE	100.53.30233.3501	159.96
03/28/2013	150039	ARAMARK UNIFORM SERVICES	UNIFORMS	632-6971494	D.P.W. ADMIN/ENGINEERING	100.53.30100.3506	166.99

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03/28/2013	150039	ARAMARK UNIFORM SERVICES	TOWELS	632-6974761	CITY ICE FACILITY	100.55.50450.3551	49.88
03/28/2013	150039	ARAMARK UNIFORM SERVICES	UNIFORMS	632-6976779	D.P.W. ADMIN/ENGINEERING	100.53.30100.3506	119.19
03/28/2013	150040	AUSTIN, LARRY	CONTRACTED SNOW REMOVAL-(03/1	INV 03/18/13	CITY INSPECTION DEPARTMENT	100.52.18400.2927	1,878.85
03/28/2013	150040	AUSTIN, LARRY	CONTRACTED SNOW REMOVAL-(03/2	INV 03/20-22	CITY INSPECTION DEPARTMENT	100.52.18400.2927	1,340.55
03/28/2013	150040	AUSTIN, LARRY	CONTRACTED SNOW REMOVAL-(03/2	INV 03/22/13	CITY INSPECTION DEPARTMENT	100.52.18400.2927	530.80
03/28/2013	150040	AUSTIN, LARRY	CONTRACTED SNOW REMOVAL-(03/2	INV 03/26/13	CITY INSPECTION DEPARTMENT	100.52.18400.2927	416.72
03/28/2013	150041	BAKER TILLY VIRCHOW KRAUS	2012 FINANCIAL STATEMENT AUDIT	BT645446	EXTERNAL AUDITING	100.51.19960.2004	34,630.00
03/28/2013	150041	BAKER TILLY VIRCHOW KRAUS	2012 FINANCIAL STATEMENT AUDIT	BT645446	EXTERNAL AUDITING	305.51.00960.2004	1,000.00
03/28/2013	150041	BAKER TILLY VIRCHOW KRAUS	2012 FINANCIAL STATEMENT AUDIT	BT645446	EXTERNAL AUDITING	306.51.00960.2004	1,000.00
03/28/2013	150041	BAKER TILLY VIRCHOW KRAUS	2012 FINANCIAL STATEMENT AUDIT	BT645446	EXTERNAL AUDITING	307.51.00960.2004	1,000.00
03/28/2013	150041	BAKER TILLY VIRCHOW KRAUS	2012 FINANCIAL STATEMENT AUDIT	BT645446	EXTERNAL AUDITING	308.51.00960.2004	1,000.00
03/28/2013	150042	BATTERIES PLUS	BATTERY TENDER	072-259777	FLEET MAINTENANCE	100.53.30233.3501	218.96
03/28/2013	150042	BATTERIES PLUS	BATTERY TERMINAL BRUSH	072-259778	DPW - ELIGIBLE	100.53.30397.3505	5.30
03/28/2013	150043	BENCO EQUIPMENT CO	SERVICE VEHICLE LIFTS	5-004107	DPW - ELIGIBLE	100.53.30397.3505	3,489.16
03/28/2013	150044	BORCHARDT, BRIAN	SUPPLIES	SCARABOC	MUSEUM GENERAL EXP	241.51.00750.5000	24.47
03/28/2013	150045	BROOKS TRACTOR INC	REPAIR LOADER	457378	FLEET MAINTENANCE	100.53.30233.2912	5,981.96
03/28/2013	150045	BROOKS TRACTOR INC	STOP LIGHT	W31566		100.16100	81.50
03/28/2013	150045	BROOKS TRACTOR INC	FLOODLAMP & STOP LIGHT	W31572		100.16100	296.52
03/28/2013	150045	BROOKS TRACTOR INC	LAMP	W31654		100.16100	157.98
03/28/2013	150046	BRUCE MUNICIPAL EQUIPMEN	BLOWER LINER	5130871	FLEET MAINTENANCE	100.53.30233.3501	319.59
03/28/2013	150046	BRUCE MUNICIPAL EQUIPMEN	WIRE HARNESS	5130997		100.16100	114.55
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	SPRAY BOTTLES	633-143993	FLEET MAINTENANCE	100.53.30233.3501	29.67
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	AIR FILTERS	633-144290		100.16100	55.00
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	AIR COUPLES	633-144334	FLEET MAINTENANCE	100.53.30233.3501	17.08
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	WATER PUMP	633-144409	FLEET MAINTENANCE	100.53.30233.3501	49.99
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	BATTERIES	633-144427	FLEET MAINTENANCE	100.53.30233.3501	217.98
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	GAS SHOCKS	633-144428	FLEET MAINTENANCE	100.53.30233.3501	19.99
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	HOSE, THERMOSTAT & GASKET	633-144429	FLEET MAINTENANCE	100.53.30233.3501	25.57
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	OIL FILTERS	633-144442		100.16100	36.46
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	COOLANT HOSE	633-144463	FLEET MAINTENANCE	100.53.30233.3501	6.89
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	PLOW MARKER	633-144532		100.16100	24.39
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	PLOW MARKER	633-144533		100.16100	48.78
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	AIR COUPLERS	633-144609	FLEET MAINTENANCE	100.53.30233.3501	24.78
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	FAN CLUTCH, MICRO V BELT & THER	633-144624	FLEET MAINTENANCE	100.53.30233.3501	116.66
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	CREDIT-PURCH ON INV# 633-144624	633-144626	FLEET MAINTENANCE	100.53.30233.3501	7.39
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	BATTERY & GASKET	633-144627	FLEET MAINTENANCE	100.53.30233.3501	83.58
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	OIL FILTERS	633-144643		100.16100	9.96
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	BRAKE PARTS	633-144662	FLEET MAINTENANCE	100.53.30233.3501	244.25
03/28/2013	150047	BUMPER TO BUMPER AUTO PA	BALL BEARING	633-144700	FLEET MAINTENANCE	100.53.30233.3501	9.49
03/28/2013	150048	CASPERS TRUCK EQUIPMENT	PLOW ATTACH LOOP	66095	FLEET MAINTENANCE	100.53.30233.3501	119.04

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03/28/2013	150048	CASPERS TRUCK EQUIPMENT	WING TRIP SPRINGS	66179		100.16100	420.39
03/28/2013	150048	CASPERS TRUCK EQUIPMENT	CREDIT-PURCH ON INV# 65354	CM61273		100.16100	275.28-
03/28/2013	150049	CENTRAL WISCONSIN AUTO P	FUSE	126501	FLEET MAINTENANCE	100.53.30233.3501	6.49
03/28/2013	150049	CENTRAL WISCONSIN AUTO P	OIL FILTERS	127011		100.16100	7.48
03/28/2013	150050	CHASE, JEANNE	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	129.50
03/28/2013	150051	CHETS PLUMBING & HEATING I	PLUMBING REPAIRS	9957	DPW - ELIGIBLE	100.53.30397.3550	539.00
03/28/2013	150052	CHRIS' TOWING LLC	TOW SQUAD	1470	FLEET MAINTENANCE	100.53.30233.3504	60.00
03/28/2013	150053	CINTAS CORPORATION #442	CLEANING SUPPLIES	442189371	DPW - ELIGIBLE	100.53.30397.3550	128.00
03/28/2013	150053	CINTAS CORPORATION #442	CLEANING SUPPLIES	442190003	DPW - ELIGIBLE	100.53.30397.3550	122.95
03/28/2013	150054	COCA-COLA REFRESHMENTS	SODA ORDER FOR CONCESSION ST	3238135716	ARENA CONCESSIONS	100.55.50451.3001	266.73
03/28/2013	150055	CONNEY SAFETY PRODUCTS	2 CASES OF ICE PACKS	04383386	CITY ICE FACILITY	100.55.50450.3551	77.54
03/28/2013	150056	CONSOLIDATED PLASTICS	HEAVY DUTY RUBBER TIRE MAT	7344681	PARKS DEPARTMENT	100.55.50200.3550	134.29
03/28/2013	150057	COOPER OIL INC	CAR WASH	109827	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/28/2013	150057	COOPER OIL INC	CAR WASH	109829	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/28/2013	150057	COOPER OIL INC	CAR WASH	109830	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/28/2013	150057	COOPER OIL INC	CAR WASH	109831	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/28/2013	150057	COOPER OIL INC	CAR WASH	109832	FLEET MAINTENANCE	100.53.30233.3508	9.00
03/28/2013	150057	COOPER OIL INC	CAR WASH	109833	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/28/2013	150057	COOPER OIL INC	CAR WASH	109834	FLEET MAINTENANCE	100.53.30233.3508	9.00
03/28/2013	150057	COOPER OIL INC	CAR WASH	109835	FLEET MAINTENANCE	100.53.30233.3508	4.50
03/28/2013	150057	COOPER OIL INC	CAR WASH	110821	FLEET MAINTENANCE	100.53.30233.3508	4.00
03/28/2013	150057	COOPER OIL INC	OIL PURCHASE	251389	FLEET MAINTENANCE	100.53.30233.3401	536.95
03/28/2013	150057	COOPER OIL INC	KEROSENE PURCHASE	TRAN# 5442	FLEET MAINTENANCE	100.53.30233.3401	27.80
03/28/2013	150057	COOPER OIL INC	FUEL PURCHASE	TRAN# 5515	FLEET MAINTENANCE	100.53.30233.3401	25.50
03/28/2013	150057	COOPER OIL INC	KEROSENE PURCHASE	TRAN# 5739	FLEET MAINTENANCE	100.53.30233.3401	42.74
03/28/2013	150057	COOPER OIL INC	KEROSENE PURCHASE	TRAN#5475	FLEET MAINTENANCE	100.53.30233.3401	25.00
03/28/2013	150057	COOPER OIL INC	FUEL PURCHASE	TRAN#5492	FLEET MAINTENANCE	100.53.30233.3401	30.25
03/28/2013	150057	COOPER OIL INC	FUEL PURCHASE	TRAN#5537	FLEET MAINTENANCE	100.53.30233.3401	26.35
03/28/2013	150057	COOPER OIL INC	FUEL PURCHASE	TRAN#5593	FLEET MAINTENANCE	100.53.30233.3401	24.00
03/28/2013	150058	DEPT OF HEALTH & FAMILY SV	ID#124 DOGD-94HB69-CONCESS STA	INV 03/18/13	ARENA CONCESSIONS	100.55.50451.3001	10.00
03/28/2013	150059	DIGICOPY INC	EMERGING ARTISTS EXH	109639	ARTS COUNCIL	202.55.00375.5856	18.32
03/28/2013	150059	DIGICOPY INC	PEEPS POSTERS	110336	ARTS COUNCIL	202.55.00375.5856	5.80
03/28/2013	150060	E.O. JOHNSON COMPANY	MAIN CONT #33184	CNING16999	D.P.W. ADMIN/ENGINEERING	100.53.30100.3000	52.00
03/28/2013	150061	EARTHGRAINS BAKING COS IN	BUN ORDER	2162114804	ARENA CONCESSIONS	100.55.50451.3001	14.67
03/28/2013	150062	ELECTION SYSTEM & SOFTWA	ELECTION SUPPLIES	847159	CITY CLERKS OFFICE	100.51.12420.5350	38.31
03/28/2013	150063	FASTENAL COMPANY	HYD FITTINGS	WISTE15179		100.16100	35.91
03/28/2013	150063	FASTENAL COMPANY	NUTS	WISTE15179	FLEET MAINTENANCE	100.53.30233.3501	.43
03/28/2013	150063	FASTENAL COMPANY	BOLTS & NUTS	WISTE15195	FLEET MAINTENANCE	100.53.30233.3501	21.36
03/28/2013	150063	FASTENAL COMPANY	EAR MUFFS	WISTE15195		100.16100	95.62
03/28/2013	150063	FASTENAL COMPANY	METRIC BOLTS	WISTE15204	FLEET MAINTENANCE	100.53.30233.3501	257.81

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03/28/2013	150063	FASTENAL COMPANY	CABINET	WISTE15204	DPW - ELIGIBLE	100.53.30397.3550	185.92
03/28/2013	150064	FIRE APPARATUS & EQUIPMEN	REPAIR TRUCK	11661	FLEET MAINTENANCE	100.53.30233.2912	4,348.91
03/28/2013	150065	FLEETPRIDE	REBUILT CYLINDER	52896024		100.16100	158.42
03/28/2013	150065	FLEETPRIDE	HOSE & CLAMPS	52956478	FLEET MAINTENANCE	100.53.30233.3501	27.99
03/28/2013	150065	FLEETPRIDE	CORE-CREDIT	52974416	FLEET MAINTENANCE	100.53.30233.3501	1,920.00-
03/28/2013	150065	FLEETPRIDE	FLOOD LIGHTS	53018150		100.16100	181.02
03/28/2013	150065	FLEETPRIDE	HYD FITTINGS	53121525		100.16100	10.52
03/28/2013	150065	FLEETPRIDE	HYD FITTINGS	53121680		100.16100	31.56
03/28/2013	150065	FLEETPRIDE	BRAKE SHOE CORE	53124134	FLEET MAINTENANCE	100.53.30233.3501	1,836.00
03/28/2013	150065	FLEETPRIDE	HYD FITTINGS-CREDIT	53166514		100.16100	32.66-
03/28/2013	150066	FRANK'S HARDWARE	PHONE PLATE & SPRAY PAINT	A235292	PARKS DEPARTMENT	100.55.50200.3550	19.80
03/28/2013	150066	FRANK'S HARDWARE	SPRAY PRIMER & PAINT	A235420	PARKS DEPARTMENT	100.55.50200.3550	34.15
03/28/2013	150066	FRANK'S HARDWARE	ROPE & SAFETY GLASSES	A236105	PARKS DEPARTMENT	100.55.50200.3550	42.64
03/28/2013	150066	FRANK'S HARDWARE	UNION ELBOW	A236366	PARKS DEPARTMENT	100.55.50200.5754	7.20
03/28/2013	150066	FRANK'S HARDWARE	CEILING HOOK & STORAGE BAGS	A236449	PARKS DEPARTMENT	100.55.50200.3550	6.06
03/28/2013	150066	FRANK'S HARDWARE	SIGN TOOLS	A236450	DPW - ELIGIBLE	100.53.30397.4801	179.70
03/28/2013	150066	FRANK'S HARDWARE	ELBOW ADPT, NUT, SLEEVE & INSER	A236518	PARKS DEPARTMENT	100.55.50200.5754	3.14
03/28/2013	150066	FRANK'S HARDWARE	ELBOW ADPT, NUT, SLEEVE & INSER	A236521	PARKS DEPARTMENT	100.55.50200.5754	.64
03/28/2013	150066	FRANK'S HARDWARE	SHOP BROOMS	A236793	FLEET MAINTENANCE	100.53.30233.3501	74.08
03/28/2013	150066	FRANK'S HARDWARE	PVC NIPPLE	A236909	FLEET MAINTENANCE	100.53.30233.3501	11.34
03/28/2013	150066	FRANK'S HARDWARE	BUSHING & NIPPLES	A237086	FLEET MAINTENANCE	100.53.30233.3501	5.47
03/28/2013	150066	FRANK'S HARDWARE	SPRAY PRIMER & PAINT	B149955	PARKS DEPARTMENT	100.55.50200.3550	12.28
03/28/2013	150066	FRANK'S HARDWARE	MAILBOX, WASHERS & BOLTS	B150481	DPW - ELIGIBLE	100.53.30397.4801	71.59
03/28/2013	150066	FRANK'S HARDWARE	P-TRAP & COUPLER	B151091	PARKS DEPARTMENT	100.55.50200.5754	16.13
03/28/2013	150066	FRANK'S HARDWARE	TEST LEAD CLIPS	B151303	DPW - ELIGIBLE	100.53.30397.3505	19.54
03/28/2013	150067	GANNETT WISCONSIN MEDIA -	NEWSPAPER SUBSCRIPTION-(04/01-3	SP2100926 0	D.P.W. ADMIN/ENGINEERING	100.53.30100.3000	16.00
03/28/2013	150068	GASKA, PAT	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	115.50
03/28/2013	150069	GONE WEST LLC	SNOW REMOVAL	5310	DPW - INELIGIBLE	100.53.30398.5751	11,593.50
03/28/2013	150070	GRAINGER INC.	SAFETY VESTS	9082358434	FORESTRY DEPARTMENT	100.56.50100.3758	189.00
03/28/2013	150071	GRAY'S INC	CARBIDE PLOW BLADES	30429	DPW - ELIGIBLE	100.53.30397.3710	6,758.80
03/28/2013	150072	HALVERSON, ANDREW	REIMB MILEAGE TO APPLETON, WI-U	INV 03/27/13	MAYORS OFFICE	100.51.10410.3301	51.00
03/28/2013	150073	HANNAHS, STEPHANIE	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	45.50
03/28/2013	150074	HEIG, ARLENE	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	7.70
03/28/2013	150075	HEIG, VINCENT	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	42.00
03/28/2013	150076	HOLIDAY WHOLESAL	CONCESSION FOOD ORDER	6501457	ARENA CONCESSIONS	100.55.50451.3001	519.26
03/28/2013	150077	HUMPHREY SERVICE PARTS I	PAWL KITS	2136240		100.16100	65.28
03/28/2013	150077	HUMPHREY SERVICE PARTS I	MIRROR	2136351		100.16100	97.12
03/28/2013	150078	KULICK, BENITA	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	28.00
03/28/2013	150079	KYOCERA DOCUMENT SOLUTI	ATTACHMENT TO COPPIER-FINISHER	55P0121625	CITY REASSESSMENT	100.57.70136.8006	727.00
03/28/2013	150080	LALIBERTE, NANCY	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	105.00

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03/28/2013	150081	LESCHKE, SUSAN	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	14.00
03/28/2013	150082	LITTLE CAESARS PIZZA	PIZZA ORDER	FEB2013	ARENA CONCESSIONS	100.55.50451.3001	744.65
03/28/2013	150083	LONDERVILLE STEEL ENT	STEEL PURCHASE	210888		100.16100	63.57
03/28/2013	150084	LOWE'S	BUILDING SUPPLIES	02747	DPW - ELIGIBLE	100.53.30397.3550	26.10
03/28/2013	150085	MARKOWSKI, CINDY	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	45.50
03/28/2013	150086	MARTIN, CASEY	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	48.90
03/28/2013	150087	MENARDS	SHOP SUPPLIES	19887	PARKS DEPARTMENT	100.55.50200.3505	21.26
03/28/2013	150087	MENARDS	BOARD FOR SHOP	19890	PARKS DEPARTMENT	100.55.50200.3505	4.15
03/28/2013	150087	MENARDS	TOOLS	20032	PARKS DEPARTMENT	100.55.50200.3505	32.98
03/28/2013	150087	MENARDS	SHOP MATERIALS	20499	PARKS DEPARTMENT	100.55.50200.3550	52.80
03/28/2013	150087	MENARDS	PARTS BINS	20593	PARKS DEPARTMENT	100.55.50200.3505	87.98
03/28/2013	150088	MERRILL DISTRIBUTING INC	BOWL CLEANER	1201284	CITY ICE FACILITY	100.55.50450.3551	93.20
03/28/2013	150089	METAL CRAFTERS INC	STEEL	33042	FLEET MAINTENANCE	100.53.30233.3501	39.14
03/28/2013	150090	MID-STATE REBUILDERS & SU	REBUILT ALTERNATORS	14312		100.16100	638.33
03/28/2013	150091	MID-STATE TRUCK SERVICE IN	MIRROR BRACKET	146259P	FLEET MAINTENANCE	100.53.30233.3501	29.95
03/28/2013	150091	MID-STATE TRUCK SERVICE IN	MIRROR BRACKET	146273P	FLEET MAINTENANCE	100.53.30233.3501	99.28
03/28/2013	150091	MID-STATE TRUCK SERVICE IN	MIRROR	146293P	FLEET MAINTENANCE	100.53.30233.3501	78.62
03/28/2013	150091	MID-STATE TRUCK SERVICE IN	FUSE	146422P		100.16100	10.31
03/28/2013	150091	MID-STATE TRUCK SERVICE IN	OIL PAN	146548P		100.16100	735.42
03/28/2013	150091	MID-STATE TRUCK SERVICE IN	CORE CREDIT	CM145940P	FLEET MAINTENANCE	100.53.30233.3501	500.00-
03/28/2013	150092	NORTH, JOAN	ART SALES	SCARABOC	MUSEUM GENERAL EXP	241.51.00750.5000	112.50
03/28/2013	150093	OFFICE SUPPLIES 2 U	DUPLICATE ORDER-CREDIT	CP-OE-1511	FLEET MAINTENANCE	100.53.30233.3501	34.24-
03/28/2013	150093	OFFICE SUPPLIES 2 U	OFFICE SUPPLIES	OE-151461-1	CITY INSPECTION DEPARTMENT	100.52.18400.3000	113.00
03/28/2013	150093	OFFICE SUPPLIES 2 U	PRINTER TAPE	OE-151683-1	D.P.W. ADMIN/ENGINEERING	100.53.30100.3000	59.56
03/28/2013	150094	O'REILLY AUTO PARTS	TIRE BEAD SEATER-UNDERPAID ON	2325-157816	DPW - ELIGIBLE	100.53.30397.3505	189.00
03/28/2013	150094	O'REILLY AUTO PARTS	CAB AIR FILTERS	2325-161259		100.16100	69.18
03/28/2013	150094	O'REILLY AUTO PARTS	PLOW MARKERS	2325-161665		100.16100	159.95
03/28/2013	150094	O'REILLY AUTO PARTS	TOOLS	2325-161666	DPW - ELIGIBLE	100.53.30397.3505	66.00
03/28/2013	150095	PARTS ASSOCIATES INC	HEAT SHRINK ASST	PAI1161714	FLEET MAINTENANCE	100.53.30233.3501	196.51
03/28/2013	150096	POINT SUPPLY	HAND SOAP	14061	GENERAL RECREATION	100.55.50490.3551	97.13
03/28/2013	150096	POINT SUPPLY	2 GAL HAND SOAP	14094	CITY ICE FACILITY	100.55.50450.3551	36.06
03/28/2013	150096	POINT SUPPLY	MISC JANITORIAL	14135	GENERAL RECREATION	100.55.50490.3551	18.46
03/28/2013	150096	POINT SUPPLY	JANITORIAL SUPPLIES	14147	GENERAL RECREATION	100.55.50490.3551	93.77
03/28/2013	150097	PORTAGE CNTY HEALTH & HU	CL#56524-WYATT HAEMER-ADULT HE	75689 0111	DPW - ELIGIBLE	100.53.30397.3008	61.00
03/28/2013	150098	PORTAGE COUNTY CLERK	COPYING FOR FORECLOSURE FILES	INV 03/21/13	MISC UNCLASSIFIED GENERAL	100.51.19850.5121	72.50
03/28/2013	150099	POTTER, LAURA	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	70.00
03/28/2013	150100	PRAIS-HINTZ, ERIN	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	49.00
03/28/2013	150101	REID, MARY	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	63.00
03/28/2013	150102	REINEKING, MARY LEE	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	155.40
03/28/2013	150103	ROLAND MACHINERY EXCHAN	LOADER BRACKET BLADE	45003547		100.16100	903.01

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03/28/2013	150104	SAFE FAST	OIL DRY	123910		100.16100	211.18
03/28/2013	150105	SCAFFIDI MOTORS INC	DIELECTRIC GREASE	142214	FLEET MAINTENANCE	100.53.30233.3501	6.82
03/28/2013	150105	SCAFFIDI MOTORS INC	LUBRICANT	142229	FLEET MAINTENANCE	100.53.30233.3501	13.86
03/28/2013	150105	SCAFFIDI MOTORS INC	BATTERY DISCONNECT	142368	FLEET MAINTENANCE	100.53.30233.3501	145.76
03/28/2013	150105	SCAFFIDI MOTORS INC	WHEEL SENSOR	142377	FLEET MAINTENANCE	100.53.30233.3501	47.47
03/28/2013	150105	SCAFFIDI MOTORS INC	WHEEL SENSOR	142378	FLEET MAINTENANCE	100.53.30233.3501	51.61
03/28/2013	150105	SCAFFIDI MOTORS INC	FILTERS	142387		100.16100	39.05
03/28/2013	150105	SCAFFIDI MOTORS INC	RADIATOR CAP	142523	FLEET MAINTENANCE	100.53.30233.3501	10.13
03/28/2013	150105	SCAFFIDI MOTORS INC	REPAIR TRUCK	144494	FLEET MAINTENANCE	100.53.30233.2912	5,692.78
03/28/2013	150105	SCAFFIDI MOTORS INC	REPAIR CAR	144934	FLEET MAINTENANCE	100.53.30233.2912	239.34
03/28/2013	150105	SCAFFIDI MOTORS INC	SQUAD WIPER BLADES	240026		100.16100	147.70
03/28/2013	150105	SCAFFIDI MOTORS INC	REPAIR CAR	632393	FLEET MAINTENANCE	100.53.30233.2912	1,150.00
03/28/2013	150105	SCAFFIDI MOTORS INC	SERVICE VEHICLE	632669	FLEET MAINTENANCE	100.53.30233.2912	26.67
03/28/2013	150105	SCAFFIDI MOTORS INC	PAINT CAR	633032	FLEET MAINTENANCE	100.53.30233.2912	800.00
03/28/2013	150106	SCHIERL TIRE & SERVICE CEN	TIRE PURCHASE	36-12144	FLEET MAINTENANCE	100.53.30233.3502	1,665.62
03/28/2013	150107	SHERWIN-WILLIAMS CO	SHOP PAINT	1168-3	PARKS DEPARTMENT	100.55.50200.3550	43.63
03/28/2013	150108	SINGSAAS, ANN	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	248.50
03/28/2013	150109	SNOW-WHEEL SYSTEM	BLOWER SWIVEL WHEEL	6085		100.16100	221.88
03/28/2013	150110	SOUNDWORKS SYSTEMS INC	MODIFIED CABLES (MIC CORDS)	40185	CITY ICE FACILITY	100.55.50450.2702	17.58
03/28/2013	150111	STAPLES ADVANTAGE	MISC OFFICE SUPPLIES	111650862	ARTS COUNCIL	202.55.00375.5000	121.55
03/28/2013	150112	STEWART-TULLY, CAROL	ART SALE-WINTER'S GARDEN 2013	RIVERFRON	ARTS COUNCIL	202.55.00375.5856	297.50
03/28/2013	150113	THORSON, NANCY	REIMB FOR SUPPLIES-RIVERFRONT	INV 03/13/13	ARTS COUNCIL	202.55.00375.5856	27.73
03/28/2013	150113	THORSON, NANCY	REIMB FOR SUPPLIES-RIVERFRONT	INV 03/13/13	ARTS COUNCIL	202.55.00375.5000	77.82
03/28/2013	150114	TRANSMOTION LLC	ITEM WAS RETURNED (TAKE BACK C	202932CRA		100.16100	171.88
03/28/2013	150114	TRANSMOTION LLC	MAKE HYDRAULIC HOSE	503844	FLEET MAINTENANCE	100.53.30233.3501	226.48
03/28/2013	150115	TRIG'S	EMERG ARTISTS RECEIPT	TRX#125 02/	ARTS COUNCIL	202.55.00375.5856	58.17
03/28/2013	150115	TRIG'S	JELLY BEANS	TRX#36 03/1	SPECIAL EVENTS	202.55.00380.5000	719.82
03/28/2013	150115	TRIG'S	B-DAY CAKES	TRX#80 03/1	CITY ICE FACILITY	100.55.50450.5854	67.47
03/28/2013	150116	UWSP	INA KAUR EXHB-POSTCARD, POSTER	SCARABOC	MUSEUM GENERAL EXP	241.51.00750.5000	249.10
03/28/2013	150117	UWSP PRINTING & DESIGN	PAPER	INV 031313	CITY ICE FACILITY	100.55.50450.3000	115.00
03/28/2013	150118	V & H INC	FENDER BRACES	536133M		100.16100	123.05
03/28/2013	150118	V & H INC	WIPER MOTOR ASSLBY	536244M		100.16100	103.87
03/28/2013	150119	WERNER ELECTRIC SUPPLY C	LAMP PULL CHAIN	S3805314.00	DPW - ELIGIBLE	100.53.30397.3550	6.26
03/28/2013	150120	ZARNOTH BRUSH WORKS INC	BROOMS	0142619-IN		100.16100	425.10
03/28/2013	150121	ZINDA, MARY	REIMB FOR ART SUPPLIES	INV 03/15/13	ST PT SCULPTURE PARK	202.57.50683.5000	52.88
03/28/2013	150122	BUDSBERG, DAYTON	UNIFORM REIMB: DEPT T-SHIRTS, WI	UNIFORM20	FIRE - OPERATIONAL	100.52.25270.1670	73.00
03/28/2013	150123	DIRECTV	MONTHLY SERVICE	81109410 3/	AMBULANCE	100.52.25300.2203	76.99
03/28/2013	150124	KITOWSKI, MARK	BOOK REIMB: AUDITING FOR FIRE SA	BOOK2013.1	FIRE DEPT - ADMINISTRATION	100.52.25210.5912	52.69
03/28/2013	150124	KITOWSKI, MARK	TUITION: AUDITING FOR FIRE SAFET	TUITION201	FIRE DEPT - ADMINISTRATION	100.52.25210.5912	1,710.00
03/28/2013	150125	SHIELDS, PAUL CONWAY	QUARTERLY AIR QUALITY TESTING	0322936-IN	FIRE DEPT - ADMINISTRATION	100.52.25210.8500	500.96

Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice GL Account Segment Title	Invoice GL Account	Invoice Amount
03/28/2013	150126	WHALEN, LORNA	MILEAGE REIMB, WFSAA MTG - SOCI	MILEAGE20	FIRE DEPT - ADMINISTRATION	100.52.25210.3301	85.50
Grand Totals:							<u>2,257,125.35</u>

**KLAS Properties, LLC**  
**Medical Complex**  
**Tif Funding Request**

**Project Description:**

Vincent St, LLC which is owned by Klas Properties, LLC, is requesting TIF assistance to rehabilitate the blighted former Cooper Motors site on Division St. The property has been sitting vacant for several years and is a detriment to the north side commercial district. Klas Properties would like to replace the dilapidated auto dealership with a state of the art Medical/Dental professional building that will not only improve the aesthetics of the area but build a strong foundation for long term employment opportunities and future tax base improvements for the community.

The first phase of this development would construct a modern, 20,000sf Dental/ Medical building on the north portion of the site. Construction would be of Landmark quality, comprised of architectural brick and masonry design with aluminum windows and accents giving a very modern and permanent feel to the facility. The facility will allow practices within the community to grow. One tenant would increase their practice by as much as 50% bringing in nearly 10 more jobs into the community alone. A rendering of the facility as well as elevation line drawings can be seen in attachment A and B.

Subsequent phases would include other related medical facilities and reach to the south and west. The vision of the complex is to create a campus type feel for medical/professional facilities that would be capable of accommodating up to 40,000 additional square feet within the adjacent parcels. A comprehensive site development plan can be seen in attachment C.

**Specific data for Phase 1 of the project are:**

**Site Location:** 532 Division St Stevens Point, WI

**Completed construction cost estimate:** \$3.1 Million

**Facility Size:** 20,00 sf

**Tenants:** 3 to 7 Dental and Medical – Main tenant Pediatric Dental

**Potential employment:** 30-40 Professional/technical/clerical

**Start Date:** Immediately upon City approval of TIF assistance and signed commitment from anchor tenant

**Request:**

Klas Properties is willing to make the commitment to provide equity to secure financing and complete construction for the \$3.1 million facility. We have highly interested potential tenants that wish to lease space if we can be competitive with our lease rates. There are several impediments that must be overcome before the project can commence. Because of the high expense of the property and the removal of the blighted structure and site, competitive lease rates cannot be attained for this type of facility at the Division st. location. We have been working on this development for over a year and are unable to overcome these expense burdens for development. Klas properties is willing to bear the high short-term costs for this financing requiring no up-front expenses from the City of Stevens Point. This request is for pay-as-you-go financing based on a 100% increment reimbursement of \$750,000 over a 10 to 15 years period.

This development is an integral key to triggering growth along the division street corridor. It will set a high standard for the community and attract other upscale development. If assistance cannot be obtained to make this project viable, then the development will not proceed and as a result, the future development will not be pursued.

Klas Properties appreciates your consideration in approving this request for TIF assistance to make this project proceed. We believe it will add to the continued growth in our community by helping rehabilitate this area and add jobs to our community with virtually no expense to its citizens.

Sincerely,

Michael Wimme

KLAS PROPERTIES, LLC/ VINCENT ST LLC. Member

Attachments:

Attachment A- Color rendering

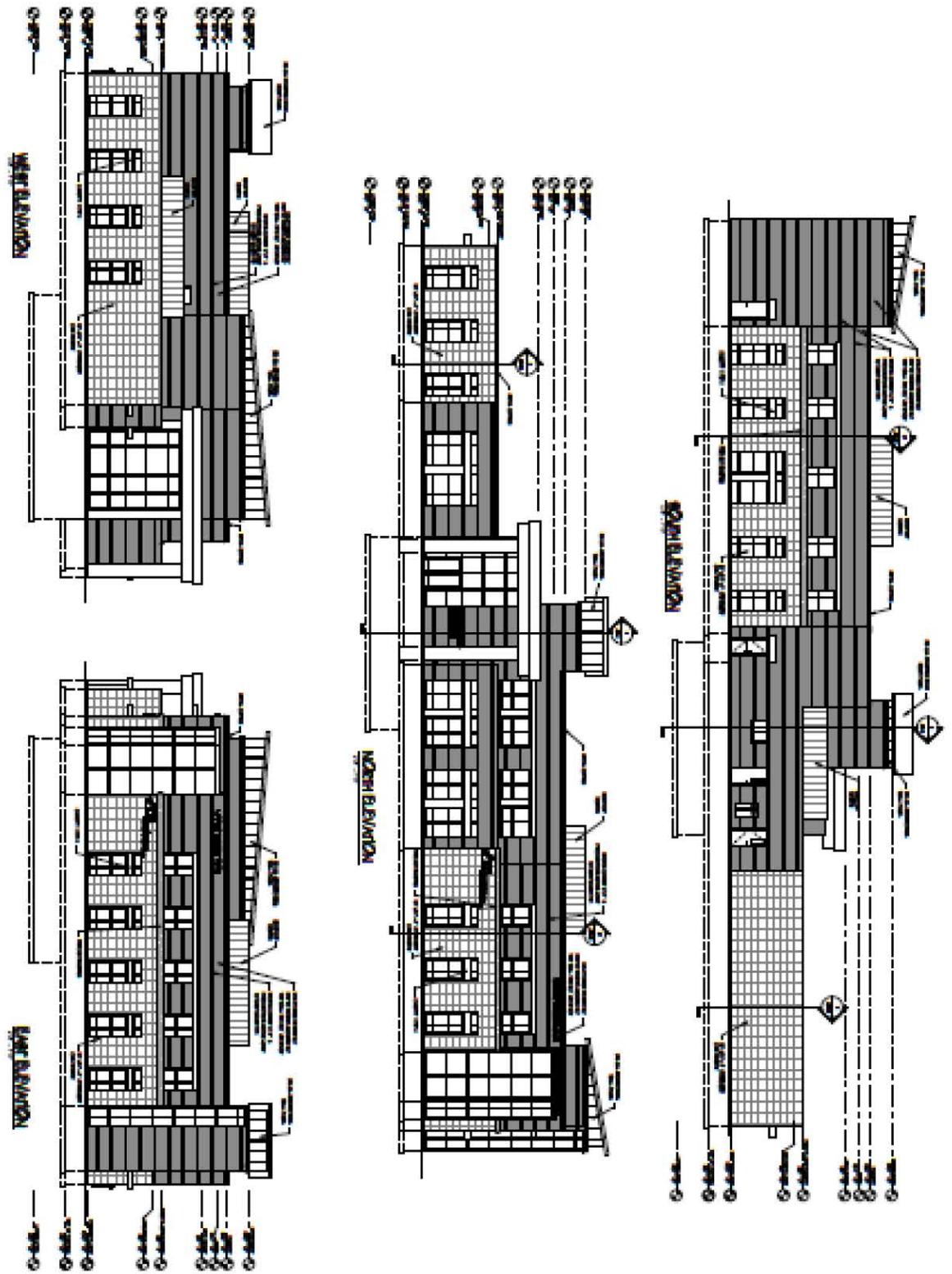
Attachment B- Elevations

Attachment C- Site Plan

**Attachment A-Southern Elevation**

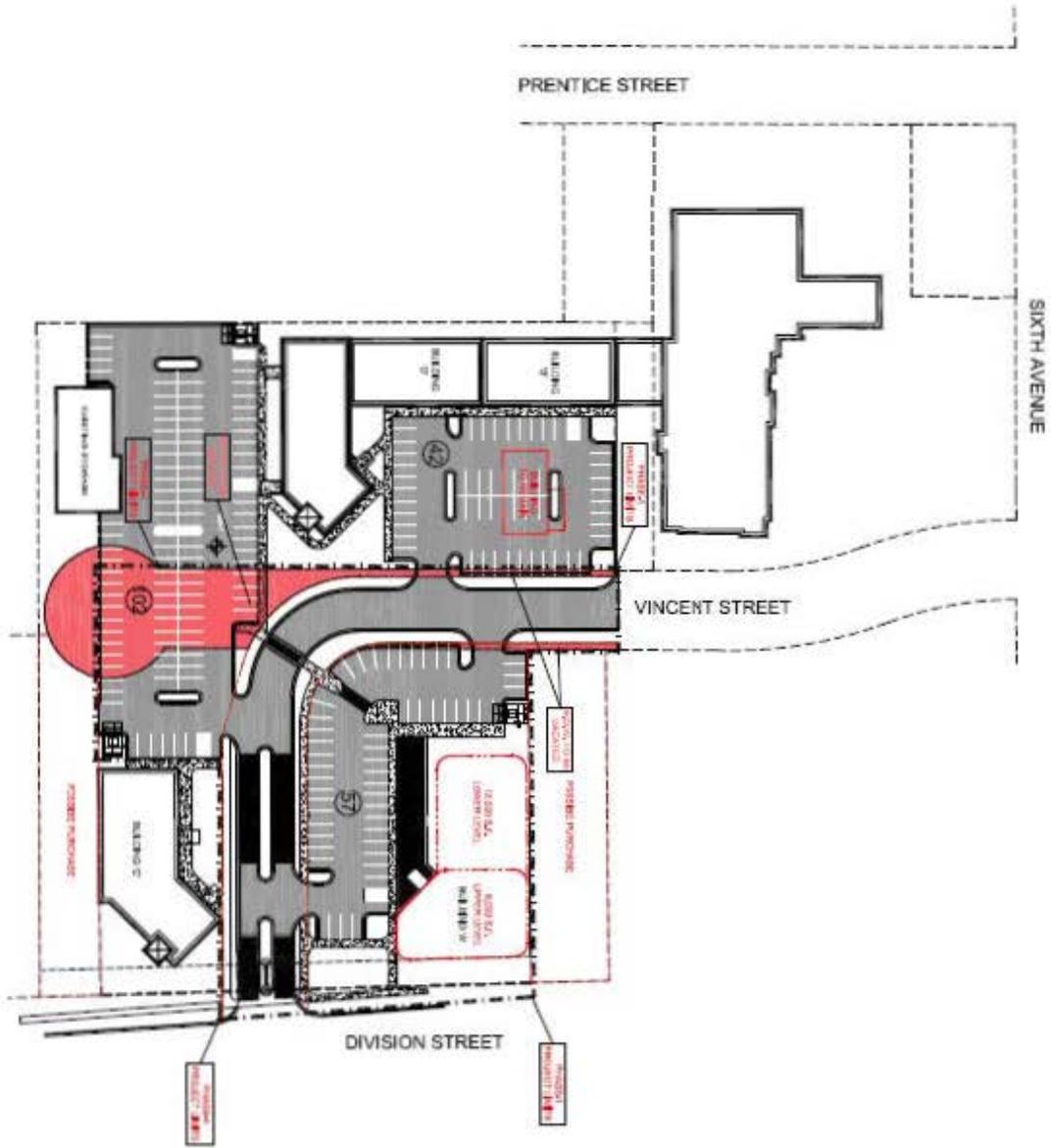


Attachment  
B



 <b>Keller</b> REAL ESTATE SERVICES	PROPOSED FOR: <b>FIRST IMPRESSIONS</b> <b>KLASINSKI PROPERTIES</b> STEVENS POINT, WISCONSIN
	<b>A2.0</b>

# Attachment C



## PROJECT INFORMATION

**APPLICABLE BUILDING CODE**  
 2009 INTERNATIONAL RESIDENTIAL CODE, MINNESOTA EDITION

**BUILDING SET SUBMITTALS REQUIRED**

**PERMITS**  
 BUILDING PERMIT  
 ELECTRICAL PERMIT  
 MECHANICAL PERMIT  
 OCCUPANCY PERMIT

**SITE DATA**  
 TOTAL AREA: 10,000 SQ. FT.  
 TOTAL GARAGE/STORAGE: 2,000 SQ. FT.  
 TOTAL PARKING: 100 SPACES

**BUILDING SET SUBMITTALS**

**GENERAL NOTES**  
 1. SEE ALL NOTES ON ALL SHEETS.  
 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL RESIDENTIAL CODE, MINNESOTA EDITION.  
 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL MECHANICAL AND ELECTRICAL CODE, MINNESOTA EDITION.  
 4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL OCCUPANCY CODE, MINNESOTA EDITION.

**OCCUPANCY**  
 RESIDENTIAL

**DATE**  
 10/1/2010

**PROJECT**  
 101 W. 10TH ST.  
 MINNEAPOLIS, MN 55402

