



City Of Park Falls Admin Email <admin@cityofparkfalls.com>

Eagle River Police Department

1 message

Dominick Koller <dkoller@pfpd.net>

Mon, Sep 29, 2025 at 4:57 PM

To: City Of Park Falls Admin Email <admin@cityofparkfalls.com>

Good Afternoon Scott,

I just made contact with the Eagle River Police Department and collected their wages and union contract.

The contract is as follows for top patrol officers, which almost all of the members of the Park Falls Police Department could achieve.

January 1, 2025: 35.49

July 1, 2025: 36.20

January 1, 2026: 36.96

July 1, 2026: 37.66.

I believe that the remainder of the wage studies should go off of the signed union agreements of the comparable police departments. If you have any questions, please contact Chief Christine Dobbs of the Eagle River Police Department to confirm my numbers.

Thank you,

Sergeant Dominick Koller
Park Falls Police Department
441 3rd Street South
Park Falls, WI 54552
715-762-2446

CITY OF TOMAHAWK
ORDINANCE 2024-06

COMMITTEE: PERSONNEL COMMITTEE

2025 SALARY ORDINANCE

Section 1 - An ordinance hereby fixing the annual and hourly salaries of the following employment positions of the City of Tomahawk for the year 2025:

The following employees will receive a 2.00% rate increase from 2024 on January 1st, 2025 and a 3.00% increase on July 1st, 2025:

Clerk's Office/City Hall	01/01/2025	07/01/2025
Clerk-Treasurer	34.84	35.88
Deputy Clerk-Treasurer	24.01	24.73
Administrative Assistant	15.80	16.27
Chief Election Inspectors	11.00	11.00
Election Inspectors	10.00	10.00

Public Works	01/01/2025	07/01/2025
Director of Public Works	35.00	35.00
Crewman III	28.37	29.23
Crewman II	25.68	26.45
Crewman I	22.99	23.68
Limited Term Employee	18.00	18.00
Summer Laborer – Returning	11.00	11.00
Summer Laborer – Starting	10.50	10.50

- * Leadsperson shall receive \$1.00/hour in addition to the employee's normal rate of pay.
- * During the absence of the Director of Public Works, the Street Lead and Park Lead shall make an additional \$2.23/hour.
- * The mechanic shall receive \$0.50/hour in addition to the employee's normal rate of pay.

Sewer & Water Utility	01/01/2025	07/01/2025
Advanced Operator	29.74	30.63
Wastewater Basic	29.06	29.94
Water Certified	27.76	28.59
Operator in Training	26.15	26.94

- * Head Operator shall receive \$1.00/hour in addition to the employee's normal rate of pay.
- * During the absence of the Director of Public Works, the Water Lead and Sewer Lead shall make an additional \$2.23/hour.

Senior Center	01/01/2025	07/01/2025
Senior Center Staff	15.00	15.45
Custodial Staff	11.84	12.19

Multi-Department Employees	01/01/2025	07/01/2025
Janitorial Staff	10.81	11.13

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Appendix "A"

Patrolman Hourly Rates

	Jan 1, 24 3.25% (Current)	Jan 1, 2025 2.00%	July 1, 2025 3.00%	Jan 1, 2026 2.00%	July 1, 2026 3.00%	Jan 1, 2027 2.00%	July 1, 2027 2.00%
Upon Hire	\$25.36	\$25.87	\$26.64	\$27.18	\$27.99	\$28.55	\$29.12
After 3 Years	\$28.59	\$29.16	\$30.04	\$30.64	\$31.56	\$32.19	\$32.83
After 5 Years	\$31.87	\$32.51	\$33.48	\$34.15	\$35.18	\$35.88	\$36.60

Note: All wage calculations are based upon 2,188 hours per year.

Sunday Pay: \$22.00/Sunday worked

CITY OF WASHBURN 2025 Position Salary Schedule

Salaried:

	Annual Base (2023) (2.5%)	Annual Base (2024) (3%)	Annual Base (2025) (3%)	Base With Step (2025)
Administrator (follows contract)	\$83,397.00	\$85,898.91	\$110,000.00	
Assistant Administrator (Step B)	\$57,502.50	\$59,227.58	\$61,004.41	\$64,092.76
6/27/25 (Step C)				\$65,695.08
Treasurer – Deputy Zoning (Step C)	\$62,909.76	\$64,797.05	\$66,740.96	\$71,872.71
Public Works Director (Step B)	\$72,139.50	\$74,303.69	\$76,532.80	\$80,407.27
Library Director (Lib. Board) (Step C)	\$49,550.62	\$51,037.14	\$52,568.25	\$56,610.26
Police Chief	\$74,286.07	\$82,264.39	\$84,732.32	Follows Contract
Assistant Police Chief	\$64,520.88	\$71,450.42	\$73,593.93	Follows Contract

Starting base wage
 2 years Step A
 4 years Step B
 6 Years Step C

Hourly:

	Hourly Base 1/1/24 (3%)	Hourly Base 1/1/25 (3%)	Hourly Step A 1/1/25 2 Years	Hourly Step B 1/1/25 4 Years	Hourly Step C 1/1/25 6 Years	Salary Equivalent (Base Rate) (2025) (2088 hrs)	Salary Equivalent (Step C) (2025) (2088 hrs)
Public Works Crew Leader \$ 30.86	\$28.02	\$28.86	29.58	30.32	31.08	\$60,259.68	\$64,895.04
Mechanic/Equipment Operator \$ 28.82	\$24.81	\$25.55	26.19	26.84	27.51	\$53,348.40	\$57,440.88
Equipment Operator/Laborer (s)	\$22.60	\$23.28	23.86	24.46	25.07	\$48,608.64	\$52,346.16
Laborer*	\$20.51	\$21.13	21.66	22.20	22.76	\$44,119.44	\$47,522.88
Custodian	\$20.51	\$21.13	21.66	22.20	22.76	\$44,119.44	\$47,522.88
Deputy Clerk-Treasurer*	\$25.31	\$26.07	26.72	27.39	28.07	\$54,434.16	\$58,610.16
Sewer Operator In Charge	n/a	\$30.62	31.39	32.17	32.97	\$63,934.56	\$68,841.36
Water Operator/ Street Laborer \$ 32.00	n/a	\$28.00	28.70	29.42	30.16	\$49,610.88	\$62,974.08
Library Assistant (Library Board)	\$16.85	\$17.36	17.79	18.23	18.69	\$36,247.68	\$39,024.72
Administrative Assistant	\$23.18	\$23.88	24.48	25.09	25.72	\$49,861.44	\$53,703.36
EMT Basic (Full Time)	\$22.28	\$22.95	23.52	24.11	24.71	\$47,919.60	\$51,594.48

*Position does not currently have anyone assigned to it.

Election Workers = \$13.50/hr (\$.50 increase over 2024)

DPW LTE/2nd Year Seasonal = \$16.00/hr (\$.50 increase over 2024)

DPW First Year Seasonal = \$15.50/hr (\$.50 increase over 2024)

Part-Time Police Officers = \$26/hr in training \$28/hr after training

EMT \$46.26 per call (2 hrs)/ \$3 on call (Run Rate \$1.35 increase over 2024)

EMR \$36.90 per call (2hrs)/\$3 on call (Run Rate \$1.07 increase over 2024)

Fire Call Rate \$15.91 (Increase of 3% (\$.46)over 2024)

Hourly:

	Hourly Base 1/1/24 (3%)	Hourly Base 1/1/25 (3%)	Hourly Step A 1/1/25 2 Years	Hourly Step B 1/1/25 4 Years	Hourly Step C 1/1/25 6 Years	Salary Equivalent (Base Rate) (2025) (2088 hrs)	Salary Equivalent (Step C) (2025) (2088 hrs)
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 Fire Call Rate \$15.91 (Increase of 3% (\$.46)over 2024)

APPENDIX A

HOURLY RATE

	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Effective January 1, 2023 (2.5% ATB)			
Sergeant	\$28.10	\$28.64	\$29.15
Police Officer	\$26.31	\$27.12	\$27.93
Effective January 1, 2024 (\$3.00 ATB)			
Sergeant	\$31.10	\$31.64	\$32.15
Police Officer	\$29.31	\$30.12	\$30.93
Effective January 1, 2025 (3% ATB)			
Sergeant	\$32.03	\$32.59	\$33.11
Police Officer	\$30.19	\$31.02	\$31.86
Effective January 1, 2026 (3% ATB)			
Sergeant	\$32.99	\$33.57	\$34.10
Police Officer	\$31.10	\$31.95	\$32.82

Note: An officer who is assigned as juvenile officer shall be paid an additional \$.20 per hour.

Your Name	Your Agency Name	Jurisdiction population	Your years as Chief	Number of sworn officers you supervise	Number of civilian personnel you supervise
Daniel Duley	Antigo PD	8,100	3	13	3
Bill Hagstrom	Ashland Police Department	7,940	5	24	2
Keith Fischer	Bonduel Police Department	1,500	2	1	0
Kenneth R. Grams	City of Mosinee Police Department	4,578	4	10	1
Craig Freitag	Clintonville Police Department	4,688	6	12 FT and up to 3 PT	4 FT and up to 4 PT
Alex Bowman	Colby-Abbotsford PD	4,500	2	8	1
Joe Zurfluh	Grand Rapids Police Department	7,500	1	6	2
Terry McHugh	Kronenwetter Police Department	8,561	9	13	6
Tj Bill	Lac du Flambeau Tribal Police Department	4,000	5	12	10
Tyler Geske	Marathon City	1,600	2	2	0
Jody Geurink	Marshfield PD	19,000	3	39	8
Chad Liske	Medford Police Department	4,604	5	8	1
Corey Bennett	Merrill Police Department	9,273	8	22	3
Jeremy Hunt	Mountain Bay Metro Police Department	24,500	12	39	4
Jim Mankowski	Neillsville Police Department	2,350	5.5	8	1

Your 2025 annual salary	Your 2026 annual salary (if known)	2025 Patrolman base hourly rate (does not include other paid incentives)	2025 Patrolman top hourly rate (does not include other paid incentives)	2026 Patrolman base hourly rate (if known)	2026 Patrolman top hourly rate (if known)
\$104,500.00		\$28.44	\$31.21	unknown - negotiations	unknown - negotiations
\$104,900.00		\$33.40	\$34.98		
\$88,000.00		\$34.00	\$34.00	\$31.00	
\$86,486.40		\$29.22	\$36.52	\$30.38	\$37.98
\$101,753.60	\$109,241.18	\$30.10	\$35.21	\$31.01	\$36.95
\$82,000.00	\$87,000.00	\$32.89	\$32.89	\$34.53	\$34.53
\$90,300.00		\$24.62	\$34.74	\$25.85	\$36.48
\$114,553.00	\$117,990.00	\$39.33	\$39.33	\$40.51	\$40.51
\$107,000.00	\$110,210.00	\$27.69	\$33.86		
\$74,984.00		\$25.31	\$28.09	Unknown	Unknown
\$115,710.40		\$64,261.00	\$80,061.00	\$66,189.00	\$83,463.00
\$91,228.80	\$101,628.80	\$56,426.24	\$70,532.80	\$58,972.16	\$73,715.20
\$123,240.00		\$33.93	\$36.02		
\$140,691.20		\$30.51	\$40.68	\$31.73	\$42.31
\$74,950.00	\$80,500.00	\$27.50	\$27.75	\$27.75	\$28.60

Shawn Woods	Nekoosa Police Department	2,450	13	7	0
Josh Wilson	New London Police Department	7,500	1	22	3
Marvin Nevelier	Park Falls Police Department	2,400	2.5	6	1
Michael S. Hauschild	Phillips Police Department	1,500	11	7	1
Jeremy Duerr	Pittsville	808	8	4	0
Ryan Fox	Plover PD	15,000	3	22	3
Lloyd Gauthier	Rhineland PD	8,300	9	17	2
Michael Musolff	Shawano Police Department	9,635	1	21	4
Robert Kussow	Stevens Point	26,000	3	47	25
Thomas Koontz	Stratford Police Department	1,700	3	3	0
Al Elvins	Tomahawk Police Department	3,540	13	8	5
Jason Lauby	Town of Rome PD	3,094	11	14	2
Matthew Barnes	Wausau PD	40,000	2	81	10 Full Time and 15 -25 additional seasonal
Daniel Hostens	Wisconsin Rapids Police Department	18,675	2.5	39	4
Corey Backhaus	Woodruff Police Department	2,044	7	8	1

\$95,264.00		\$33.99	\$34.61	\$35.35	\$35.99
\$110,000.00	\$113,575.00	\$32.06	\$38.35	\$33.10 (Estimated)	\$39.60
\$75,700.00		\$28.88	\$30.02	\$29.45	\$30.60
\$80,382.00		\$25.00	\$28.98	Not Known	Not Known
\$66,560.00		\$20.00	\$29.50	Unknown	Unknown
\$114,939.00	\$118,000.00	\$30.30	\$37.87	\$31.20	\$39.00
\$97,000.00		\$31.67	\$34.81		
\$104,000.00		\$30.03	\$35.84	\$31.08	\$37.10
\$126,000.00	\$133,000.00	\$36.25	\$37.92	\$37.70	\$39.44
\$72,900.00		\$26.15	\$26.15	\$27.20	\$27.20
\$97,032.00	\$98,972.64	\$26.64	\$35.03	\$27.99	\$36.80
\$98,170.00		\$27.67	\$34.59		
\$146,000.00	\$150,000.00	\$35.25	\$40.37	36.67-38.14 (The increase is split, they end the year at the higher rate)	42.00-43.68 (The increase is split, they end the year at the higher rate)
\$118,102.40	\$119,870.40	\$37.79	\$39.36	\$32.87	\$41.00
\$40.38/hour		\$35.06	\$35.06		

Based on 2000 hrs

Agencies	2025 Wages (top out)	2026 (if available top out)	2027	2028
Price County Sheriffs Department	(64,396)30.96	Contract Negotiations		
Medford Police Department	(70,512)33.9	35.43		
Taylor County Sheriffs Department	(67,184)32.3	Contract Negotiations (9 percent proposed)		
Hayward Police Department	(67,225)32.32			
Sawyer County Sheriffs Department	(64,916)31.21	33.62	35.67	36.74
Iron County Sheriffs Department	(73,132) 35.16			
Hurley Police Department	(70,116)33.71	35.71	37.14	NA
Ashland County Sheriffs Department	(66,830) 32.13	Contract Negotiations		
Ashland Police Department	(72,758) 34.98	NA		
Oneida County Sheriffs Department	(72,800)35	36.42	38.06	40.77
Minocqua Police Department	(70,574) 33.93	*		
Woodruff Police Department	(72,924) 35.06	NA		
Rhineland Police Department	(72,404) 34.81	NA		
Vilas County Sheriffs Department	(72,238) 34.73	36.31	37.78	
Phillips Police Department	(60,278) 28.98	Contract Negotiations		
Eagle River Police Department	(75,296) 36.2	NA		
Tomahawk Police Department	(72,862) 35.03	36.8		
Park Falls Police Department	(61,921) 29.77	30.35	30.92	
	Average-33.55 topped for 2025	Average Excludes Park Falls		
	\$3.78 below average			
	12.7% raise to achieve average			
		*Listed on WILENET for 5 years experience		



City Of Park Falls Admin Email <admin@cityofparkfalls.com>

Fwd: Police and DPW wage question

1 message

Tara Tervort <mayor@cityofparkfalls.com>
To: Administrator City <admin@cityofparkfalls.com>

Mon, Sep 29, 2025 at 10:16 AM

----- Forwarded message -----

From: **Tony Devine** <tdevine@cityofladysmithwi.com>
Date: Monday, September 29, 2025
Subject: Police and DPW wage question
To: Ladysmith Mayor <ladysmithmayor@gmail.com>, mayor@cityofparkfalls.com

Attached is a spreadsheet that shows our wage history. For the last 3 years we've increased base wages at 3% on January 1st, and 2% on July 1st. For our PW employees, they receive an additional .35/hr for their CDL, and .25/hr for additional licenses.

Tony Devine, Treasurer/Comptroller
City of Ladysmith
P.O. Box 431
Ladysmith, WI 54848
715-532-2651
tdevine@cityofladysmithwi.com

On Fri, Sep 26, 2025 at 3:55 PM Ladysmith Mayor <ladysmithmayor@gmail.com> wrote:
Tony, would you be able to help her out with this?
Thank you.

----- Forwarded message -----

From: **Tara Tervort** <mayor@cityofparkfalls.com>
Date: Fri, Sep 26, 2025 at 10:56 AM
Subject: Police and DPW wage question
To: <ladysmithmayor@gmail.com>

Good day Mayor Grotzinger,
I'm the Mayor over in Park Falls, WI. Hope all is well.
I'm wondering if you would be willing to share with me your wage table for your police department and DPW department. We are looking to do a complete overhaul on our wages and was hoping to get some close comparisons to some of our neighbors? We had a step increase formula that just isn't keeping up with inflation. Thank you for your time.

Sincerely,
Tara Tervort



City Of Park Falls Admin Email <admin@cityofparkfalls.com>

Fwd: Police and DPW wage question

1 message

Tara Tervort <mayor@cityofparkfalls.com>
To: Administrator City <admin@cityofparkfalls.com>

Mon, Sep 29, 2025 at 10:16 AM

----- Forwarded message -----

From: **Robin Ginner** <rcginner@eagleriverwi.gov>
Date: Monday, September 29, 2025
Subject: Police and DPW wage question
To: Tara Tervort <mayor@cityofparkfalls.com>

Good morning, Tara –

Yes, I remember you! Thanks for reaching out. Below are our wage tables for 2025 for both PD and DPW. In the PD structure, we did a 2% increase in January, and another in July, which accounts for the two columns. I also attached the wage amendment to the PD contract for clarification on wages per level. Let me know if you have any questions.

DPW	Hourly	Annual (less overtime)	Longevity Bonus
DPW Foreman	\$37.90	\$78,840.32	\$1,000
DPW Operator	\$35.20	\$73,205.81	\$625
DPW Operator	\$35.20	\$73,205.81	\$500
DPW Parks	\$35.37	\$73,570.02	\$563
DPW Part Time	\$25.37	\$52,767.31	\$375

POLICE

CHIEF			\$95,000.00	
PD - Patrol Officer	\$34.81	\$35.51	\$73,130.20	
PD - Asst Chief	\$36.64	\$37.37	\$76,966.17	
PD - Patrol Officer	\$34.81	\$35.51	\$73,130.20	
PD - Patrol Sgt	\$35.16	\$35.86	\$73,860.80	
PD - Detective	\$36.64	\$37.37	\$76,966.17	
PD - New Hire	\$29.82	\$30.42	\$62,649.60	
PD CLERK	\$24.98		\$51,953.20	

Thanks,

Robin

Robin Ginner

City Administrator

City of Eagle River

Note my new email address: rcginner@eagleriverwi.gov

Elected Officials and Members of City Committees: In order to comply with Open Meetings Act Requirements, please limit any reply to only the sender of this electronic communication. Please be aware that written communication, emails and faxes are generally considered open public records.

POLICE

CHIEF			\$95,000.00	
PD - Patrol Officer	\$34.81	\$35.51	\$73,130.20	
PD - Asst Chief	\$36.64	\$37.37	\$76,966.17	
PD - Patrol Officer	\$34.81	\$35.51	\$73,130.20	
PD - Patrol Sgt	\$35.16	\$35.86	\$73,860.80	
PD - Detective	\$36.64	\$37.37	\$76,966.17	
PD - New Hire	\$29.82	\$30.42	\$62,649.60	
PD CLERK	\$24.98		\$51,953.20	

Thanks,

Robin

Robin Ginner

City Administrator

City of Eagle River

Note my new email address: rcginner@eagleriverwi.gov

Elected Officials and Members of City Committees: In order to comply with Open Meetings Act Requirements, please limit any reply to only the sender of this electronic communication. Please be aware that written communication, emails and faxes are generally considered open public records.

2025 City of Ladysmith

2080 annual hours 2% 7.1.25

Department

Base Wage/Hr

Library

1.1-6.30

7.1-12.31

Librarian II	23.71	0.47	24.19
Librarian I	20.35	0.41	20.76
Librarian Asst	14.78	0.30	15.08
Children's Librarian	22.02	0.44	22.46
Library Director	30.67	0.61	31.28

Police Department

Police Chief	40.76	0.82	41.58
Police Office Manager	31.44	0.63	32.07
Police Patrolman (Start)	27.03	0.54	27.57
Police Patrolman (6 months)	28.53	0.57	29.10
Police Patrolman (1 year)	30.01	0.60	30.61
Police Patrolman (3 years)	31.07	0.62	31.69

Public Works / Street

Solid Waste	26.41	0.53	26.94
Street Commissioner	29.76	0.60	30.36
Heavy Equip Operator/Maint	29.76	0.60	30.36
Heavy Equip Operator	26.41	0.53	26.94
Public Works Asst	24.68	0.49	25.17

Wastewater Treatment

Wastewater Superintendent	29.76	0.60	30.36
Asst WW Treatment Sup	27.42	0.55	27.97

Water

Water/Sewer Lead	29.76	0.60	30.36
Asst Water Supt	27.42	0.55	27.97
Water/Sewer Maint Worker	24.68	0.49	25.17

City Hall Admin

City Hall - Administrator	39.58	0.79	40.37
City Hall - Asst DPW	30.25	0.60	30.85
City Hall - Clerk	31.18	0.62	31.81
City Hall - Deputy Clerk/Treasurer	25.51	0.51	26.02
City Hall - DPW	35.70	0.71	36.41
City Hall - Treasurer/Comptroller	32.84	0.66	33.50

Municipal Judge	\$600/month
Mayor	\$300/month plus \$50/meeting
Council Members	\$50/meeting
Committee Members	\$50/meeting
Attorney	Paid by monthly billing statements
Volunteer Firemen	\$19/hour

Dear Mayor Tervort,

I hope this finds you well. I have attached a recent comparison generated by the City of Cumberland for your reference.

With respect to our Public Works Department, we have two classes of operators with only a planned 3-step scale with a range from \$29.21-\$30.93.

As for the police department, below is the current contract scale. We are starting union negotiations next week, but would anticipate a 3 percent increase for the next 3 years. While I am fairly new to Spooner, my philosophy has always been that while we don't want to be paid the highest, we don't want to be paid the lowest.

Patrol Officer - 2025 Scale

Starting - \$28.26

1 year - \$29.50

2 year - \$31.69

We have started to implement a 5 step scale with our most recent utility billing clerk hire and I would anticipate incorporating this approach with future positions that are non-union. In Cumberland's information, you will see a 27-step scale that projects 2 percent increases, which I believe are annual. I believe the intent would be that a COLA adjustment would still be included in the step process, but as I am not familiar with their process, I couldn't answer that.

Certainly, if you have any additional questions, please don't hesitate to let me know.

Sincerely,

Nick Koverman

	On-Call Pay		Frequency (Every # Weeks)	Routine/ Guaranteed OT	Weekly Hourly Equivalent	Percentage Pay Deviation from Equivalent Avg.	
	Hourly Equivalent						Percentage
Winneconne	0.00	0.00	N/A		N/A	0.000%	-6.316%
Chetek	4.00	0.00	6		0.67	1.667%	-4.649%
Amery	0.00	4.00	7		0.86	2.143%	-4.173%
Cadott Low	1.83	4.00	4		1.96	4.894%	-1.422%
Washburn Low	3.92	4.00	5		1.98	4.960%	-1.357%
Cadott High	2.33	4.00	4		2.08	5.207%	-1.109%
Washburn High	5.15	4.00	5		2.23	5.577%	-0.739%
Cumberland Streets	9.00	0.00	4		2.25	5.625%	-0.691%
Trempealeau Electric Lead	6.84	0.00	3		2.28	5.703%	-0.613%
Fennimore Electric Lead	6.91	0.00	3		2.30	5.761%	-0.555%
Fennimore Water/Sewer Lead	7.64	0.00	3		2.55	6.364%	0.048%
Deerfield Sewer	4.31	4.00	4		2.58	6.447%	0.131%
Trempealeau Electric	8.22	0.00	3		2.74	6.849%	0.533%
Thorp	2.28	4.00	3		2.76	6.903%	0.587%
Fennimore Electric	8.30	0.00	3		2.77	6.915%	0.599%
Deerfield Streets	5.18	4.00	4		2.80	6.989%	0.673%
Fennimore Water/Sewer	8.95	0.00	3		2.98	7.462%	1.145%
Cumberland Water-/Electric	20.00	2.00	6		3.83	9.583%	3.267%
Trempealeau DPW Lead	9.99	4.00	4		4.00	9.991%	3.675%
Trempealeau DPW	13.70	4.00	4		4.93	12.315%	5.999%
Cumberland Sewer	20.00	4.00	2		13.00	32.500%	26.184%

Avg. ----> 7.326%

Avg w/o H & L ----> 6.387%

Avg w/o 2H & 2L ----> 6.316%



410 Division Street
P.O. Box 146
Park Falls, WI 54552
Phone (715)762-2436 Fax (715) 762-2437
www.cityofparkfalls.com

To: Honorable Mayor and Alders

From: ^{SK} Scott J. Kluver, Administrator

Re: Selection of Comprehensive Plan Services

Date: October 7, 2025

Recently, the Plan Commission reviewed three (3) proposals received from our recent Comprehensive Plan RFP. The current plan is from 2009, and is dated with all of the changes that have occurred in the City since then. The purpose of the plan is to lay out the desires of the community to provide a guide for desired future development, especially where and what that would be. Amongst the criteria used for evaluating the proposals were qualifications and competency, prior experience, familiarity, creativity, and cost. Weighing those factors, the Commission recommended that MSA be selected as the firm that could best assist the City. They scored high in familiarity with the community, and their creative approach in the plan development as well as the proposed product.

Enclosed you will find a proposed agreement for those services. Do know that proceeding with this project is dependent upon the necessary funds being allocated in the 2026 capital budget. That process has not yet been completed. Moreover, it will be necessary to apply for a grant to obtain funds to assist with this project. MSA also has demonstrated great success with that. At this point, you would approve the agreement, but we can not proceed with the grant application until we are further along with the capital budget. Alternatively, you can review the proposed agreement and defer action to a later date.

As part of the proposal, MSA offered a few add-on options including grant writing, focus on the Mill property redevelopment, and enhanced public participation. After discussions with MSA, it is felt that the Mill property redevelopment is more important than the enhanced participation. Those costs can be included to maximize a potential grant. For the Mill property to be redeveloped, it will be necessary to obtain state and federal funding. That will not occur without a new comprehensive plan that outlines the community's desire for that area.



Professional Services Agreement

MSA Project Number: 09368102

This AGREEMENT (Agreement) is made effective 10/06/2025 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1702 Pankratz Street, Madison, WI 53704

Phone: (608) 242-7779

Representative: Stephen Tremlett

Email: stremlett@msa-ps.com

CITY OF PARK FALLS (OWNER)

Address: P.O. Box 146, Park Falls, WI 54552

Phone: (715) 762-2436

Representative: Scott Kluver Email: admin@cityofparkfalls.com

Project Name: Park Falls Comp Plan + CDBG App

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: 11/03/2025
Approximate Completion Date: 04/30/2027

The lump sum fee for the work is: \$73,915 (written approval to begin each phase is required)

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Payment for these services will be on a lump sum plus reimbursable basis. A list of reimbursable expenses is on Attachment B: Rate Schedule and made part of this Agreement.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF PARK FALLS

MSA PROFESSIONAL SERVICES, INC.

Scott Kluver
City Administrator
Date: _____

Stephen Tremlett
Planning Team Leader
Date: _____

OWNER ATTEST: (optional, delete lines if not applicable)

Owner Attest Name:
Title:
Date: _____

MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PLANNING)

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities.**

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 18% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information.

6. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

7. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

8. **Municipal Advisor.** MSA Professional Services, Inc. is not acting as a 'Municipal Advisor' to the owner pursuant to Section 15B of the Exchange Act. For financial advice related to the corresponding project, the client is encouraged to discuss their finances with internal and/or external advisors and experts before making decisions incurring debt and/or supporting those obligations. MSA desires to serve each client well by providing the best information publicly available and is providing information as part of its engineering responsibilities to inform client options. The information is not intended to provide financial advice or recommendations and is not bound by the formal Municipal Advisor fiduciary duty.

9. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

10. **Electronic Documents and Transmittals.** Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

11. **Building Information Modelling (BIM).** For any projects, and not limited to building projects, utilizing BIM, OWNER and MSA shall agree on the appropriate level of modelling required by the project, as well as the degree to which the BIM files may be made available to any party using the Electronic Document Transmittal provisions of section 10 of this Agreement.

12. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

13. **Betterment.** If, due to MSA's error, any required or necessary item or component of the Project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

14. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in identifying, generating, treating, storing, or disposing of hazardous substances or materials which may be present at the Project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the Project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

15. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

16. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

17. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

18. **Accrual of Claims.** To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if MSA's services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner's last payment to MSA.

19. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters thru mediation with a mutually agreed upon mediator. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

20. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

21. **Limitation of Liability.** Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

22. **Successors and Assigns.** The successors, executors, administrators, and legal representatives of Owner and MSA are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

23. **Notices.** Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All such notices are effective upon the date of receipt.

24. **Survival.** Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

25. **Severability.** Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

26. **No Waiver.** A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

27. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

28. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be Sauk County, Wisconsin.

29. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

Scope of Services

PHASE 1: CDBG-PLNG APPLICATION (\$8,500)

Working in conjunction with the CITY OF PARK FALLS (OWNER), MSA agrees to provide services for the preparation of an application for a CDBG grant to the Department of Administration as hereinafter stated. The liability related to the application, administration and/or other assistance provided is limited to the stated fee for said assistance. MSA is committed to high quality service and performance of the scope herein and is not responsible for the actions of others including but not limited to the agencies associated with these funding sources and oversight.

Task 101: CDBG Grant Writing

1. Participate in one planning meeting with OWNER staff.
2. Review Project Eligibility with staff from Department of Administration.
3. Provide the OWNER with a draft Citizen Participation Plan for adoption by the OWNER, if necessary.
4. Prepare necessary documentation for a required citizen participation public hearing to be facilitated by the City.
5. Complete and submit the CDBG application to the OWNER for review. Revise if necessary.
6. Prepare for signature all resolutions, letters, documents and notices as required by the application and submit to the OWNER for review.
7. Submit application to the Department of Administration and respond to questions, as needed.

Task 102: CDBG Grant Administration

MSA proposes to provide administrative assistance services to the OWNER in accordance with the Wisconsin Department of Administration's (DOA) current CDBG Implementation Handbook. Administrative Services are outlined as follows:

1. Contracting assistance with DOA; review the Owner/DOA contract for accuracy & timeline
2. Recordkeeping – CDBG Program and Project Files
 - a. Establish and Maintain CDBG Program Administration Files
 - b. Establish and monitor Project Construction/Labor Standards Compliance files, Prime and Subcontractors
3. Financial Management Assistance
 - a. Establish the Grant Account according to 24 CFR 570.497 and Treasury Circular 1075;
 - b. Request fund according to Federal Attachment O, OMB Circular A-102 and Treasury Circular 1075;
 - c. Establish system to handle program income according to CFR 570.494 Attachment E, OMB Circular A-102;

- d. Maintain financial records as required in Circular A-87; Attachments C, G and H, OMB Circular A-102;
 - e. Assist Owner in establishing separate checking accounts to disburse funds and pay bills (all checks reviewed and approved by Owner prior to disbursement). Owner will cut all checks to be disbursed by CDBG program;
 - f. Advise Owner to schedule/conduct "single audit(s)" as may be required by CDBG program.
4. Provide assistance to Owner to satisfy Equal Opportunity Requirements
 - a. Develop and maintain demographic profiles of the community by census data - relating to race, ethnicity, sex, age and head of households;
 - b. Develop and maintain racial, ethnic, gender, age and handicap data showing in the extent to which these categories of persons have participated in, or benefited from, CDBG programs and activities;
 - c. Document all equal opportunity related activities including compliance monitoring;
 - d. Include all applicable equal opportunity language in bidding specifications and contract documents;
 - e. Complete and submit the required equal opportunity reports/attend DOA monitoring visits.
5. Provide assistance to Owner to Satisfy Federal Labor Standards Requirements
6. DOA Monitoring Assistance
 - a. Prepare and submit semi-annual reports to DOA/Owner;
 - b. Attend, assist Owner at all DOA program monitoring visits
7. Citizen Participation Compliance Assistance
 - a. Assist with creation of CDBG Committee, as applicable;
 - b. Assist Owner with the implementation of Citizen Participation Plan, per DOA requirements;
 - c. Attend/conduct required citizen participation hearing to provide the public with information regarding the CDBG program (near project completion);
 - d. Assist Owner in responding to citizen questions, complaints and/or grievances
8. Assist with Close-Out of CDBG Program
 - a. Advise owner to schedule/conduct final "single audit";
 - b. Submit the final report;
 - c. Submit the Certificate of Completion;
 - d. Submit the final report; Submit the Minority Business Enterprise/Women Business Enterprise Contractor/Subcontractor Record

CDBG Application - The Owner's Responsibility. The OWNER will:

- Examine all studies, reports, estimates, and other documents presented by MSA.
- Provide such legal, financial, accounting, public facilities, appraisals, easements, and insurance counseling services as may be required for the application.
- Provide MSA with copies of existing studies, reports, plans, maps, and surveys relative to the documentation of needs of the City and particularly those that are

relevant to neighborhood revitalization planning and public works needs documentation.

- Designate in writing a person to act as the Owner's representative with respect to the services to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to services covered by this Agreement.
- Advertise and make arrangements for citizen participation public hearing(s) and/or meeting(s). The City will be responsible for all notice and public hearing/meeting publishing costs.
- Participate in program planning as well as review and approve application.
- Specific responsibilities related to any additional services required.

Equal Opportunity

MSA agrees to comply with the following Equal Opportunity provisions:

- Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the ground of race, color, national origin, sex, age or handicap be excluded from participation in, be denied the 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.
- 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 in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Executive Order 11246, as amended, provides that no person shall be discriminated against, on the basis of race, color, religion, sex or national origin in any place of employment during the performance of federally assisted **construction contracts in excess of \$2,000.**

PHASE 2 – COMPREHENSIVE PLAN UPDATE (\$53,415)

(This phase of work will not be completed without written approval by the OWNER.)

Task 201. Correspondence & Meetings

1. MSA will facilitate five (5) working meetings with the Steering Committee over the course of the project.
 - a. Meeting #1 – Kickoff Meeting with MSA Client Liaison (Jeff) and Lead Planner.
 - b. Meeting #2 – Round 1 Elements Review with Jeff in person and Lead Planner remote.
 - c. Meeting #3 – Round 2 Elements with Jeff in person and Lead Planner remote

- d. Meeting #4 – Round 3 Elements with Jeff in person and Lead Planner remote
- e. Meeting #5 – Final Review and Open House with Lead Planner in person
- 2. MSA will present at a public hearing to recommend approval of the Comp Plan.
- 3. MSA will meet two (2) times with the City Council: 1) Draft Plan Update, and 2) Adoption of the Final Plan.
- 4. MSA will communicate with staff as needed throughout the project via email, video, and phone calls.

Task 202: Community Engagement

- 1. MSA will provide a draft Public Participation Plan (PPP) to be approved by the City Council. City staff will be responsible for bringing it to the City Council for approval by resolution.
- 2. MSA will draft an online survey will be hosted via SurveyMonkey to collect opinions before drafting goals, strategies, and actions for the elements. Paper copy version can be provided.
- 3. MSA team will facilitate three (3) virtual interviews and one (1) virtual focus group. City staff will be responsible for providing a list of stakeholders with contact information and assisting with meeting scheduling and coordination.
- 4. MSA will facilitate a Draft Plan Public Open House to review and solicit feedback on the full draft plan. This open house will be held in conjunction with the last Steering Committee working meeting.

Task 203: Plan Creation

The updated City of Park Falls Comprehensive Plan will generally follow the outline below. We will make revisions based on one (1) round of edits, including all staff/official comments, at specific junctions of the process. The intent is to have major edits completed after each Plan Commission review meeting with one final round of minor edits completed after the full plan review.

- a. Section 1 – Introduction
- b. Section 2 – Public Engagement Summary
- c. Section 3 – 9: Goals, Strategies, and Actions: Each section will feature the core goals, strategies, and actions that will guide City decision-making and policy making in the years ahead. MSA will highlight salient statistics, public input, and the top issues and opportunities in each element to provide context for the goals and policies.
 - i. Housing
 - ii. Transportation (or alternatively called 'Mobility')
 - iii. Utilities and Community Facilities
 - iv. Agricultural, Natural, and Cultural Resources

- v. Economic Development
 - vi. Intergovernmental Cooperation
 - vii. Land Use
- d. Section 10 – Implementation: Presents actions (or strategies) in tabular format and calls out responsible party, approximately when it should occur, and any viable funding sources (other than general revenue funds), if available. Establishes policies and practices to help integrate the Comprehensive Plan into the City’s annual goal setting, budgeting, and capital improvement planning efforts.
- e. Appendices

PHASE 3 – Old Mill Redevelopment Plan (\$12,000)

(This phase of work will not be completed without written approval by the OWNER)

MSA understands the importance of developing a vision for redevelopment of the former Mill property. This plan can be adopted as an appendix to the Comprehensive Plan.

Task 301. Physical Assessment

MSA will analyze and document natural limitations (floodplain, wetlands, steep slopes), transportation network, and adjacent context to support determination of redevelopment opportunities of the former mill properties.

Task 302. Plan Objectives + Vision

MSA will develop objectives based on our understanding of the current conditions and feedback provided through this planning process. A vision will be established based on understanding these objectives, which will guide the development of recommendations and the implementation strategy.

Task 303.Recommendations

Land use recommendations will be identified based on feedback from the concept development plan. Future land use (FLU) determined in this planning process will be included in the Comprehensive Plan.

Task 304: Concept Plans

MSA develop two (2) initial concepts that will identify building footprints, parking and new street network. Feedback on all concepts will be summarized and documented in the plan.

Task 305: Implementation Strategies

MSA will synthesize the recommendations in the sub-area plan and identify general timelines, potential funding mechanisms, and policy tools for each recommendation.

Report Criteria:

Detail report.

Paid and unpaid invoices included.

Invoice.Batch = "CH OCT12/25", "CH OCT13/25"

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
ADVANCE PRINTING						
ADVANCE PRINTING	09/18/2025	13297	0156300210	PLANNING	200.00	
Total ADVANCE PRINTING:					200.00	
APG MEDIA OF WI						
APG MEDIA OF WI	09/30/2025	PCR7002465-0925	0151600320	CITY HALL PUBLICATIONS	987.70	
Total APG MEDIA OF WI:					987.70	
BUSINESS INSURANCE GROUP						
BUSINESS INSURANCE GROUP	09/03/2025	4567	0151600290	CITY HALL	129.00	
BUSINESS INSURANCE GROUP	09/03/2025	4567	0152100290	POLICE	607.00	
BUSINESS INSURANCE GROUP	09/03/2025	4567	0153311290	DPW	583.00	
BUSINESS INSURANCE GROUP	09/03/2025	4567	0257600340	WATER	116.00	
BUSINESS INSURANCE GROUP	09/03/2025	4567	0155200290	PARKS	583.00	
Total BUSINESS INSURANCE GROUP:					2,018.00	
CENTURY LINK						
CENTURY LINK	09/24/2025	AIRPRT-SEP2025	0153510220	PHONE-AIRPORT	137.53	10/03/2025
Total CENTURY LINK:					137.53	
COMMERCIAL TESTING LABORATORY						
COMMERCIAL TESTING LABOR	09/30/2025	76961	0257652290	WATER - MAINT OF SERVICES	74.40	
Total COMMERCIAL TESTING LABORATORY:					74.40	
COMPLETE CONTROL INC.						
COMPLETE CONTROL INC.	09/16/2025	13945	0155101290	SERVICE - LIBRARY BLDG.	300.00	
Total COMPLETE CONTROL INC.:					300.00	
CRANE ENGINEERING						
CRANE ENGINEERING	09/26/2025	497716-00	0357834290	SEWER MAINTENANCE	5,007.19	
Total CRANE ENGINEERING:					5,007.19	
FLOW-RITE PIPE & SEWER SERVICES						
FLOW-RITE PIPE & SEWER SER	09/10/2025	13208	0357831290	SEWER pipe clean and inspect	10,239.42	10/03/2025
FLOW-RITE PIPE & SEWER SER	09/25/2025	13227	0357831290	SEWER pipe clean and inspect	2,500.00	
Total FLOW-RITE PIPE & SEWER SERVICES:					12,739.42	
HALL, SAM						
HALL, SAM	09/24/2025	7680203	0153430290	LAWN MOWING	330.00	
Total HALL, SAM:					330.00	
HAWKINS INC.						
HAWKINS INC.	09/15/2025	7197057	0257631340	WATER TREATMENT	30.00	

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
HAWKINS INC.	09/15/2025	7197500	0257631340	WATER TREATMENT	70.00	
HAWKINS INC.	09/10/2025	7199993	0357826340	WWTP CHEMICALS	6,368.77	
HAWKINS INC.	09/16/2025	7205052	0257600340	WATER OPERATIONS	1,343.64	
HAWKINS INC.	09/16/2025	7205053	0257600340	WATER OPERATIONS	175.00	
Total HAWKINS INC.:					7,987.41	
HEARTLAND RADAR, LLC						
HEARTLAND RADAR, LLC	09/17/2025	143589	0152100340	POLICE OP SUPPLIES	80.00	
Total HEARTLAND RADAR, LLC:					80.00	
HOWARD DISPOSAL						
HOWARD DISPOSAL	10/01/2025	23769	1153635290	WEEKLY RECYLCING	6,480.00	
HOWARD DISPOSAL	10/01/2025	23769	1153620290	WEEKLY TRASH	12,000.00	
HOWARD DISPOSAL	10/01/2025	23769	1148210000	LEASE PAYMENT	840.00-	
HOWARD DISPOSAL	10/01/2025	23769	1153630290	DISPOSAL FEES	5,820.61	
Total HOWARD DISPOSAL:					23,460.61	
KEEPING SAFETY SIMPLE LLC						
KEEPING SAFETY SIMPLE LLC	09/22/2025	2101	0153110210	STREETS - SAFETY SERVICES	6,000.00	
Total KEEPING SAFETY SIMPLE LLC:					6,000.00	
KRIETE TRUCK CENTER TOMAHAWK						
KRIETE TRUCK CENTER TOMA	08/31/2025	1100170261	0153240230	MACHINERY OPERATIONS REPAIRS	176.46	09/23/2025
Total KRIETE TRUCK CENTER TOMAHAWK:					176.46	
LANGUAGE LINE SERVICES INC						
LANGUAGE LINE SERVICES IN	09/30/2025	11733995	0152100290	INTERPRETING SERVICE	39.60	
Total LANGUAGE LINE SERVICES INC:					39.60	
LAWSON PRODUCTS						
LAWSON PRODUCTS	09/29/2025	9312857950	0153311340	STREETS S & E	195.53	
Total LAWSON PRODUCTS:					195.53	
LOFTEN PRINT COPY LLC						
LOFTEN PRINT COPY LLC	09/12/2025	PD-SEP2025	0152100340	POLICE OP SUPPLIES	345.00	
Total LOFTEN PRINT COPY LLC:					345.00	
MARSHFIELD CLINIC						
MARSHFIELD CLINIC	08/28/2025	3764-42986	0151600290	PRE EMPLOYMENT SCREENING	50.00	
Total MARSHFIELD CLINIC:					50.00	
MEDFORD COOPERATIVE INC.						
MEDFORD COOPERATIVE INC.	09/02/2025	3335	0153240340	BULK UNLEADED	628.82	10/03/2025
MEDFORD COOPERATIVE INC.	09/15/2025	3390	0153240340	BULK UNLEADED	666.30	10/03/2025
MEDFORD COOPERATIVE INC.	09/22/2025	3419	0153240340	BULK FUEL PREMIUM	1,318.00	10/03/2025
MEDFORD COOPERATIVE INC.	09/29/2025	3455	0153240340	BULK UNLEADED	690.49	10/03/2025
MEDFORD COOPERATIVE INC.	09/29/2025	3456	0153240340	BULK FUEL PREMIUM	362.45	10/03/2025

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
Total MEDFORD COOPERATIVE INC.:					3,666.06	
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICE	10/01/2025	21286	1355200820	PARKS- CENTER PARK	697.50	
Total MSA PROFESSIONAL SERVICES INC:					697.50	
NORVADO						
NORVADO	09/01/2025	SEP2025	0152100220	POLICE PHONE/INTERNET	363.47	09/19/2025
NORVADO	09/01/2025	SEP2025	0152200220	FIRE PHONE/INTERNET	149.66	09/19/2025
NORVADO	09/01/2025	SEP2025	0357820220	WWTP PHONE/INTERNET	171.04	09/19/2025
NORVADO	09/01/2025	SEP2025	0153270220	GARAGE PHONE/INTERNET	277.95	09/19/2025
NORVADO	09/01/2025	SEP2025	0257600220	UTILITY BLDG PHONE/INTERNET	171.04	09/19/2025
NORVADO	09/01/2025	SEP2025	0151600220	CITY HALL PHONE/INTERNET	470.37	09/19/2025
NORVADO	09/01/2025	SEP2025	0257902220	WATER COLLECT PHONE/INT	213.81	09/19/2025
NORVADO	09/01/2025	SEP2025	0357840220	SEWER COLLECT PHONE/INT	106.90	09/19/2025
NORVADO	09/01/2025	SEP2025	0155100220	LIBRARY PHONE/INTERNET	213.82	09/19/2025
Total NORVADO:					2,138.06	
PARK FALLS BUILDING & HARDWARE						
PARK FALLS BUILDING & HARD	09/02/2025	2509-067454	0155300340	PROGRAMS & EVENTS	26.48	
PARK FALLS BUILDING & HARD	09/04/2025	2509-067649	0156100340	FORESTRY	57.92	
PARK FALLS BUILDING & HARD	09/04/2025	2509-067652	0155200340	PARKS	186.95	
PARK FALLS BUILDING & HARD	09/04/2025	2509-067655	0155200340	PARKS	17.09	
PARK FALLS BUILDING & HARD	09/09/2025	2509-068043	0153440340	STORM SEWERS	14.24	
PARK FALLS BUILDING & HARD	09/10/2025	2509-068120	0155400340	ATHLETIC FIELD - S & E	78.82	
PARK FALLS BUILDING & HARD	09/11/2025	2509-068240	0153311340	STREET MAINTENANCE	52.24	
PARK FALLS BUILDING & HARD	09/11/2025	2509-068249	0155400340	ATHLETIC FIELD - S & E	28.02	
PARK FALLS BUILDING & HARD	09/16/2025	2509-068707	0153311340	STREET MAINTENANCE	19.94	
PARK FALLS BUILDING & HARD	09/24/2025	2509-069297	0153311340	STREET MAINTENANCE	75.67	
PARK FALLS BUILDING & HARD	09/26/2025	2509-069494	0153311340	STREET MAINTENANCE	12.34	
PARK FALLS BUILDING & HARD	09/30/2025	2509-069755	0155200340	PARKS	432.67	
PARK FALLS BUILDING & HARD	09/30/2025	2509-069756	0155200340	PARKS	25.82	
Total PARK FALLS BUILDING & HARDWARE:					1,028.20	
PARK FALLS TRUE VALUE						
PARK FALLS TRUE VALUE	09/02/2025	45771	0155200340	PARKS	12.99	
PARK FALLS TRUE VALUE	09/08/2025	45841	0357826340	WWTP CHEMICALS	19.98	
PARK FALLS TRUE VALUE	09/08/2025	45842	0153311340	STREET MAINT	12.27	
PARK FALLS TRUE VALUE	09/08/2025	45845	0153311340	STREET MAINT	2.49	
PARK FALLS TRUE VALUE	09/15/2025	45934	0155200340	PARKS	35.98	
PARK FALLS TRUE VALUE	09/17/2025	45951	0155200340	PARKS	17.99	
PARK FALLS TRUE VALUE	09/23/2025	46016	0153311340	STREET MAINT	8.99	
Total PARK FALLS TRUE VALUE:					110.69	
PIEPER ELECTRIC INC.						
PIEPER ELECTRIC INC.	08/26/2025	99027341	1355200820	OLD ABE PARK	556.00	
PIEPER ELECTRIC INC.	08/26/2025	99027342	0155400290	ATHLETIC FIELD	1,457.77	
PIEPER ELECTRIC INC.	08/26/2025	99027349	0155200290	PARKS	1,265.00	
PIEPER ELECTRIC INC.	09/24/2025	99028619	0357403340	CIP-LOWER DAM LIFT STATION	4,235.00	
PIEPER ELECTRIC INC.	09/30/2025	CD99028948	0257625290	MAINT OF PUMPING PLANT	680.00	
PIEPER ELECTRIC INC.	09/30/2025	CD99028960	0357832290	LIFT STATION MAINT	1,273.74	
PIEPER ELECTRIC INC.	10/02/2025	CD99029071	0152250290	POLICE & FIRE STATION	354.60	

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
Total PIEPER ELECTRIC INC.:					9,822.11	
PRICE COUNTY TREASURER						
PRICE COUNTY TREASURER	08/31/2025	AUG2025	0153510340	AIRPORT AV GAS	1,421.53	
Total PRICE COUNTY TREASURER:					1,421.53	
PRICE ELECTRIC COOPERATIVE						
PRICE ELECTRIC COOPERATIV	09/01/2025	SEPT2025	0257600220	WELLS 02-57600-220	937.60	09/19/2025
PRICE ELECTRIC COOPERATIV	09/01/2025	SEPT2025	0257620220	WELLS 02-57620-220	937.59	09/19/2025
PRICE ELECTRIC COOPERATIV	09/01/2025	SEPT2025	0257630220	WELLS 02-57630-220	937.59	09/19/2025
PRICE ELECTRIC COOPERATIV	09/01/2025	SEPT2025	0154910220	POWER - CEMETERY	66.55	09/19/2025
PRICE ELECTRIC COOPERATIV	09/01/2025	SEPT2025	0152100220	POWER - POLICE RANGE	51.33	09/19/2025
Total PRICE ELECTRIC COOPERATIVE:					2,930.66	
QUILL CORPORATION						
QUILL CORPORATION	09/24/2025	45902278	0357820340	SEWER OFFICE SUPPLIES	123.98	
QUILL CORPORATION	09/24/2025	45902278	0151600340	CITY HALL	12.99	
Total QUILL CORPORATION:					136.97	
RUSK COUNTY FARM SUPPLY INC.						
RUSK COUNTY FARM SUPPLY, I	09/04/2025	2054875	0257600220	LP WELLS #5 KAISER RD	456.20	
Total RUSK COUNTY FARM SUPPLY INC.:					456.20	
SECURIAN FINANCIAL GROUP INC.						
SECURIAN FINANCIAL GROUP I	09/23/2025	OCT2025	0152100150	LIFE INS-POLICE	224.88	09/23/2025
SECURIAN FINANCIAL GROUP I	09/23/2025	OCT2025	0153240150	LIFE INS-MACHINERY	51.40	09/23/2025
SECURIAN FINANCIAL GROUP I	09/23/2025	OCT2025	0153311150	LIFE INS-STREETS	150.99	09/23/2025
SECURIAN FINANCIAL GROUP I	09/23/2025	OCT2025	0155100150	LIFE INS-LIBRARY	83.53	09/23/2025
SECURIAN FINANCIAL GROUP I	09/23/2025	OCT2025	0155101150	LIFE INS-LIBRARY BLDG	12.85	09/23/2025
SECURIAN FINANCIAL GROUP I	09/23/2025	OCT2025	0257926150	LIFE INS-WATER	51.40	09/23/2025
SECURIAN FINANCIAL GROUP I	09/23/2025	OCT2025	0357926150	LIFE INS-SEWER	38.55	09/23/2025
SECURIAN FINANCIAL GROUP I	09/23/2025	OCT2025	0151411150	LIFE INS-ADMIN	28.90	09/23/2025
Total SECURIAN FINANCIAL GROUP INC.:					642.50	
SLABY DEDA MARSHALL & REINHARD						
SLABY DEDA MARSHALL & REI	10/03/2025	23340	0151300210	LEGAL - EXPENSES CITY HALL	200.00	
SLABY DEDA MARSHALL & REI	10/03/2025	23340	0152100290	LEGAL-POLICE	1,680.00	
SLABY DEDA MARSHALL & REI	10/01/2025	RETAIN-OCT	0151300210	RETAINER	900.00	
Total SLABY DEDA MARSHALL & REINHARD:					2,780.00	
SUPERIOR CHEMICAL CORP.						
SUPERIOR CHEMICAL CORP.	09/12/2025	425009	0155101340	LIBRARY BUILDING CLEANING SUPPL	263.24	
SUPERIOR CHEMICAL CORP.	09/15/2025	425088	0155101340	LIBRARY BUILDING CLEANING SUPPL	86.40	
Total SUPERIOR CHEMICAL CORP.:					349.64	
TRANSUNION RISK AND ALTERNATIV						
TRANSUNION RISK AND ALTER	10/01/2025	473728-202509-1	0152100340	POLICE S&E	75.00	

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
Total TRANSUNION RISK AND ALTERNATIV:					75.00	
UNIFIDE CST						
UNIFIDE CST	05/29/2025	IVW000031746	1153630290	TRANSFER STATION-CALIBRATION	748.33	
Total UNIFIDE CST:					748.33	
UNITED STATES POSTAL SERVICE						
UNITED STATES POSTAL SERVI	09/29/2025	Q3 WATER BILLS	0357840340	PRE SORT MAILING FEE - SEWER	217.69	09/29/2025
UNITED STATES POSTAL SERVI	09/29/2025	Q3 WATER BILLS	0257902340	PRE SORT MAILING FEE - WATER	217.69	09/29/2025
UNITED STATES POSTAL SERVI	09/29/2025	Q3 WATER BILLS	1153620340	PRE SORT MAILING FEE - REFUSE	108.85	09/29/2025
UNITED STATES POSTAL SERVI	09/29/2025	Q3 WATER BILLS	1153635340	PRE SORT MAILING FEE - RECYCLIN	108.85	09/29/2025
Total UNITED STATES POSTAL SERVICE:					653.08	
VISA						
VISA	09/01/2025	SEP2025	0151600340	CH GOOGLE	171.36	09/18/2025
VISA	09/01/2025	SEP2025	0153510340	AIRPORT GOOGLE	25.70	09/18/2025
VISA	09/01/2025	SEP2025	0151100340	COUNCIL GOOGLE	248.47	09/18/2025
VISA	09/01/2025	SEP2025	0152200340	FIRE GOOGLE	59.98	09/18/2025
VISA	09/01/2025	SEP2025	0153270340	MECHANIC GOOGLE	25.70	09/18/2025
VISA	09/01/2025	SEP2025	0357820340	WWTP GOOGLE	25.70	09/18/2025
VISA	09/01/2025	SEP2025	0152100340	POLICE GOOGLE	248.47	09/18/2025
VISA	09/01/2025	SEP2025	0155420340	POOL GOOGLE	25.70	09/18/2025
VISA	09/01/2025	SEP2025	0153311340	STREETS GOOGLE	25.72	09/18/2025
VISA	09/01/2025	SEP2025	0151600340	CITY HALL	95.46	09/18/2025
VISA	09/01/2025	SEP2025	0151420340	CLERK	50.00	09/18/2025
VISA	09/01/2025	SEP2025	0151520340	TREASURER S & E	227.90	09/18/2025
VISA	09/01/2025	SEP2025	0155100340	LIBRARY DIR HIRING AD	324.00	09/18/2025
VISA	09/01/2025	SEP2025	0155101290	LIBRARY BUILDING CONTRACTED SE	153.38	09/18/2025
VISA	09/01/2025	SEP2025	0155101340	LIBRARY S&E	13.99	09/18/2025
VISA	09/01/2025	SEP2025	0152200340	FIRE S&E	74.97	09/18/2025
VISA	09/01/2025	SEP2025	0153240350	MACHINE OP MAINT & SUPPLIES	13.23	09/18/2025
VISA	09/01/2025	SEP2025	0153311340	STREETS - S & E	3.00	09/18/2025
VISA	09/01/2025	SEP2025	0155400340	ATHLETIC FIELD S&E	153.37	09/18/2025
Total VISA:					1,966.10	
WI DEPARTMENT OF TRANS						
WI DEPARTMENT OF TRANS	09/02/2025	395-0000411462	1353510820	AIRPORT PROJECT	1,820.59	
WI DEPARTMENT OF TRANS	09/02/2025	395-0000411817	1353311820	HWY 13 PROJECT	102,286.81	
Total WI DEPARTMENT OF TRANS:					104,107.40	
WIPA TUSCOBIA MHP LLC						
WIPA TUSCOBIA MHP LLC	09/24/2025	OVERPAY25	0112100	REFUND OF OVERPAID MOBILE HOM	789.96	10/06/2025
Total WIPA TUSCOBIA MHP LLC:					789.96	
XCEL ENERGY						
XCEL ENERGY	09/01/2025	SEPT2025	0152250220	POLICE & FIRE	1,025.85	09/19/2025
XCEL ENERGY	09/01/2025	SEPT2025	0155420220	POOL	1,702.79	09/19/2025
XCEL ENERGY	09/01/2025	SEPT2025	0155200220	PARKS	825.98	09/19/2025
XCEL ENERGY	09/01/2025	SEPT2025	0153510220	AIRPORT	379.60	09/19/2025
XCEL ENERGY	09/01/2025	SEPT2025	0155101220	LIBRARY BUILDING	1,898.44	09/19/2025
XCEL ENERGY	09/01/2025	SEPT2025	0155400220	ATHLETIC FIELD	163.78	09/19/2025

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
XCEL ENERGY	09/01/2025	SEPT2025	0153421220	STREET LIGHTS	3,838.12	09/19/2025
XCEL ENERGY	09/01/2025	SEPT2025	0357821220	WWTP	5,494.41	09/19/2025
XCEL ENERGY	09/01/2025	SEPT2025	0257620220	PUMPING WATER	1,840.43	09/19/2025
Total XCEL ENERGY:					17,169.40	
ZERODEGREES						
ZERODEGREES	09/22/2025	5000-092225-CPFPD-02	0152100340	POLICE DEPARTMENT	540.00	09/23/2025
Total ZERODEGREES:					540.00	
Grand Totals:					212,358.24	

Report Criteria:

Detail report.

Paid and unpaid invoices included.

Invoice.Batch = "CH OCT12/25", "CH OCT13/25"