

SECTION 6 | OUR APPROACH

Outlined below and on the following pages is POB's three-phase project approach: Planning, Permits + Bidding and Construction efforts.

PHASE I - PLANNING POB will begin by collecting all available existing site information through a desktop review and conducting an initial site analysis. This analysis will help identify any constraints or considerations that may impact site layout, project budget, schedule, permitting requirements, or the need for additional services.

Key tasks in this phase include: Conducting drone and topographic surveys of the site, facilitating a conceptual/master planning workshop, developing the conceptual/master plan, preparing preliminary cost estimates, providing support for potential grant funding, developing detailed construction documents and specifications, and preparing a stormwater management plan

This comprehensive approach ensures that planning decisions are informed, cost-effective, and aligned with both project goals and regulatory requirements.

DESKTOP REVIEW

- » Municipality Communications
- » Geotechnical Information
- » WDNR Surface Water Data Viewer (Floodplain, Designated Waters, Wetlands)
- » USDA Soil Maps
- » Existing Land Survey Information
- » Endangered Species/Archaeological Investigation
- » Architectural/Historical Investigation

DRONE SURVEY

A current drone-generated orthographic photo highlighting:

- » Municipality Communications
- » Structures
- » Hard Surface
- » Green Spaces
- » Waterways
- » Vegetation

Drone data will also include a Property Survey (GIS) and of existing ground elevations that will be accomplished with the current drone-generated LiDAR or Photogrammetry point cloud data.

CONCEPT/MASTER PLANNING

- » Puzzle Play Workshop
- » Staff/Coach/User Group Interviews
- » Cost Estimating (w/Phasing)

TOPOGRAPHIC SURVEY & MAPPING

- » Coordination of Private Utility Line Locates
- » 60 Year Easement & Title Search Order

SOIL BORINGS + TEST PITS

- » Test pits, only if applicable

GRANT SUPPORT

- » Grant Research
- » Design Alignment
- » Documentation Support
- » Coordination w/City or District Staff

FUND CAMPAIGN SUPPORT

- » Committee Setup
- » Key Benefactors
- » Recognition Opportunities
- » Messaging



CONSTRUCTION DOCUMENTS

- » Demo Plan, Layout Plan, Grading Plan, Erosion Control Plan, Utility Plan, Detail Sheets & Specifications
- » Sub-consultants: Architectural + Electrical

STORMWATER MANAGEMENT

POB has extensive experience designing athletic facilities across Wisconsin, with careful attention to state and local stormwater management requirements. Our team works collaboratively with regulatory authorities to address their concerns, meet all applicable performance standards, and implement cost-effective solutions that help minimize long-term maintenance and construction costs for the project owner.

PHASE II - PERMITS + BIDDING During Phase II, POB will coordinate and submit all necessary permits to the appropriate regulatory agencies, ensuring compliance with local, state, and federal requirements. Concurrently, POB will facilitate the bidding process to assist the City and School District in securing qualified contractors for the project.

PERMIT PREPARATION

Securing the required permits from state, local, and other governing agencies is a critical component of managing the project schedule, particularly when it comes to meeting ground-breaking timelines. One of POB's key strengths is engaging early in the process to work closely with these agencies, gaining a clear understanding of specific requirements, submittal procedures, and approval deadlines. This proactive approach helps ensure that all necessary approvals are obtained in a timely manner, avoiding delays and keeping the project on track.

- » DNR NOI
- » DSPS General Plumbing
- » Local Municipality
- » Other Governing Agencies

BID COORDINATION

- » Provide & Distribute Bid Set Documents
- » Receive/Answer Any Bid Document Questions
- » Prepare Addendums
- » Orchestrate Pre-Bid & Bid-Opening Meetings
- » Field Lighting Vendor Selection Process

PHASE III - CONSTRUCTION In Phase III, POB will provide full-time, on-site construction administration services to oversee the successful execution of the project.

This construction model offers several benefits to the Owner/Client, including: Leveraging POB's extensive athletic facility construction expertise, achieving potential cost savings by reducing general contractor markup, engaging qualified local contractors to support the community and ensuring transparency and accountability throughout the bidding and construction process.

By providing hands-on oversight and technical guidance, POB helps ensure the project is completed on schedule, within budget, and to the highest standards of quality and safety.

CONTRACT ADMINISTRATION

- » Develop & Manage Contractor Contracts
- » Review, Approval & Submittal of Pay Applications/Change Orders to Owner

CONSTRUCTION ADMINISTRATION

- » Facilitate & Attend Pre-Construction Meeting
- » Review of Product Submittals & Construction Shop Drawings
- » Develop & Manage Project Construction Schedule
- » Develop Construction Bulletins
- » Prepare Punch Lists
- » Facilitate Construction Progress Meetings

CONSTRUCTION INSPECTION

- » On-Site Inspection Visits

CONSTRUCTION LAYOUT VERIFICATION

- » Layout Verification of the Building, Hard Surface, Underground, Green Area, Stadium Lights, Fence & Electrical

CONSTRUCTION TESTING VERIFICATION

- » WisDOT Qualified Laboratory

CITY OF PARK FALLS + CHEQUAMEGON SCHOOL DISTRICT

POINT OF BEGINNING

**SITE
CONTRACTOR**

**ASPHALT
CONTRACTOR**

**CONCRETE
CONTRACTOR**

**ELECTRICAL
CONTRACTOR**

**BUILDING
CONTRACTOR**

**FIELD LIGHTS
CONTRACTOR**

SECTION 7 | SCHEDULE

The following schedule is structured to provide a clear, organized framework for planning, permitting, and eventual construction, while accommodating key milestones and City/District priorities.

- » **City/District Evaluation Deadline** 10/31/25
- » **Notice to Proceed** 11/3/25
- » **Phase I - Initial Planning** 11/3/25-1/30/26
 - » Desktop Review
 - » Drone Survey
 - » Concept & Master Planning
 - » Grant + Fund Campaign Support
- » **Phase I - Fund Planning** 2/2/26-TBD (*Est. 12-18 Months*)
 - » Grant + Fund Campaign Support

For the following tasks, we recommend waiting until spring (after snowmelt) to complete the survey and soil borings. These efforts will provide critical information for design development. Design plans should be advanced once funds have been secured and the final project scope is defined.

- » **Phase I - Planning** TBD
 - » Topographic Survey & Mapping
 - » Soil Borings/Test Pits Coordination
 - » Construction Documents
 - » Stormwater Management

The next set of tasks should be held until closer to construction groundbreaking. Contractor pricing cannot typically be held for extended periods, and permits are valid only for a limited time frame.

- » **Phase II - Permits + Bidding** TBD
 - » Permit Preparation
 - » Bid Coordination
- » **Phase III - Construction** TBD (2028?)
 - » Construction

Our team is committed to working collaboratively with the City/District to ensure the schedule reflects your desired approach. Whether that means accelerating certain tasks, delaying others, or restructuring the phases entirely, we are prepared to adapt. Ultimately, this schedule is a flexible tool, designed to provide structure while remaining open to your direction.

SECTION 8 | SERVICES & FEES

I. Administration and Coordination

- Owner/Client: City of Park Falls + Chequamegon School District
- Engineer: Point of Beginning, Inc. (POB)
- Municipality: City of Park Falls, Price County

II. Scope of Services

Based on our discussions, we understand the scope of services will consist of the following:

PHASE I - PLANNING

A. Desktop Review

- Communicate with the Municipality to perform a zoning & permit review including zoning/land use compliance, setbacks, parking, green space, utilities including sanitary, water and storm sewer; access, storm water preliminary review and access to public right of ways.
- Review geotechnical information provided by Owner / Construction Manager.
- Perform a Department of Natural Resources (DNR) web site review to include wetlands and navigable waters. We will also communicate by phone or email to the local DNR representative to discuss the aforementioned items.
- Review FEMA web site to determine if site may be affected by flood plain.
- Review USDA Soils maps.
- Review existing land survey information provided by others.
- Review 7.5-minute USGS mapping to become familiar with storm water flow over the site.

B. Drone Survey

- Drone Survey to include:
 - Property Survey
 - GIS Property Mapping
 - ✓ Display subject property and adjoining property lines via available GIS information; these lines will be approximate.
 - Easements may exist and will remain unknown until a boundary survey is conducted and a title search performed.



- ✓ Names and photographic locations of all road right-of-ways, on or adjacent to the property.
- Aerial Mapping
 - ** The following information will be located as it is visible from the drone.**
 - ✓ Photographic location of all substantial features within the project limits, including but not limited to existing structures, buildings, foundations, bridges, wells, walls, fences, steam pits, signal pits, primary electric pits, etc.
 - ✓ Photographic location of roads, drives, curbs, gutters, steps, walks, and paved areas (hard surfaces) indicating types of materials or surfacing.
 - ✓ Photographic location of streams, drainage ditches or swales, lakes, springs, and other bodies of water, culverts as can be seen from the air.
 - ✓ Photographic location of trees as determined by drone (deciduous/coniferous), edges of heavily wooded areas, and other pertinent features.
 - ✓ Topographic contour mapping within the project limits will be developed and dependent upon the types of surfaces that are viewable via the drone. The elevations in areas that are wooded and/or tall grasses or trees may be inaccurate and require verification, which is not included within this survey.
 - ✓ Aerial targets will be placed around the site as needed and may be permanent or temporary control.
 - ✓ POB will discuss with Client if LiDAR or Photogrammetry will be utilized, (or both) prior to flight being scheduled.
- Aerial Site Photos (Photos will be received in .JPG format unless otherwise noted)

C. Concept & Master Planning

- Meet with key members of the Design Team to complete a puzzle play workshop and develop conceptual plans of the proposed site.
- Review Conceptual Plans to establish the positive and negative items, which will be incorporated from each plan into the preliminary Master Plan.
- Develop preliminary Master Plan and Cost Estimate and review to target areas requiring fine-tuning prior to developing the Master Plan.
- Create a cost estimate based on final/approved Master Plan.
 - Incorporate phasing, if desired.

D. Topographic Survey and Mapping

- Topographic Survey to include:
 - General Map Information
 - ✓ Title of survey, location sketch, certification and date.
 - ✓ Scale, North arrow and legend of symbols and abbreviations used on the drawing(s)

- ✓ Drawing sheet size shall be 24"x36".
- Property Survey
 - ✓ Perform a complete research of the public and private records, including but not limited to: deeds, existing survey maps, and county surveyor's records.
 - ✓ Subject property lines within the project limits, giving length and bearing (including reference or basis for bearings) on each straight line, curve information for all curved lines, monumentation at boundary corners whether found, set or computed.
 - ✓ Names and locations of all road right-of-ways, on or adjacent to the property.
- Feature/Elevation Survey
 - ✓ Benchmarks (minimum of 2) established within the project limits and referenced to local municipal datum or other applicable datum.
 - ✓ Location of all substantial features within the project limits, including but not limited to existing structures, buildings, foundations, bridges, wells, walls, fences, steam pits, signal pits, primary electric pits, etc.
 - ✓ Location of roads, drives, curbs, gutters, steps, walks, and paved areas (hard surfaces) indicating types of materials or surfacing.
 - ✓ Location of streams, drainage ditches or swales, lakes, springs, and other bodies of water, culverts.
 - ✓ Location of individual trees (deciduous/coniferous) with a diameter of 3-inches or greater, edges of heavily wooded areas, and other pertinent features.
 - ✓ Topographic contour lines and representative spot grades within the project limits, at an appropriate interval, depending on steepness of the site, necessary and in sufficient detail for engineering site design.
 - ✓ Finished floor elevations at all open and accessible entry ways and or critical entry ways requested in writing by the Owner, Architect or Contractor during the field survey.
 - ✓ Location of test borings if ascertainable, and the elevations of tops of holes, if applicable. Compilation of test bore information if available.
 - ✓ Frequency of survey shots (data points) should be at a maximum of 50', closer in distance when needed to show break points, or to accurately depict the terrain.
- Utility Survey
 - ✓ Utility information. The following information is to be shown based on observed evidence together with evidence from plans obtained from utility companies or provided by client and markings by utility companies ('Diggers Hotline') and other appropriate sources (with reference as to the source of information). Inadequate record data requiring the Surveyor to employ techniques of subsurface exploration to locate utilities will be an additional service subject to Owner approval.
 - ✓ Location and size of water mains serving, or on, the property.
 - ✓ Location of power and communications systems above and below grade.

- ✓ Location, material, size, depth and direction of flow of sanitary sewers, storm sewers and culverts serving, or on, the property; location of catch basins and manholes, and inverts of pipe at each.
- ✓ **Utility Disclaimer/General Note:** The locations of all above ground utilities and appurtenances (i.e. manhole rims, valve box covers, hydrants, transformers, etc.), of which can be visually inspected, are shown on the map based on actual surveyed location. Rim elevations of sanitary sewer and storm sewer manholes, of which can be visually inspected, are provided based on actually surveyed elevation. Depths, sizes, and material types of pipes, which can be visually inspected, entering and exiting sanitary sewer and storm sewer manholes, will be shown based on visual inspection, field measurements, and as-built mapping, if available. If depths, sizes, and material types of pipes are shown based on as-built mapping only, and will be noted on the map accordingly, and are considered approximate. (Note: Visual inspection means what can be seen from the ground surface. Entering into manholes to complete visual inspection underground (i.e. within the manhole), is outside of POB's scope, and considered additional services.)

The locations of all underground utilities and appurtenances, unable to visually inspect and/or field measure, shown on the survey map are only approximate. These utilities and appurtenances will be shown based on plans obtained from utility companies or provided by the Owner/Client, and markings by utility companies and municipalities ('Diggers Hotline') and other appropriate sources (with reference as to the source of information). Additional utility lines not discovered, marked, or shown on as-built plans available to us, during the search of records and the field survey, may exist. Any contractor using the information shown on the survey map will be forewarned that any excavation upon this site may result in the discovery of additional underground utilities not shown on the survey map. POB makes no warranty of any kind, express or implied, with respect to the existing underground utilities and appurtenances, of which are unable to visually inspect and/or field measure, whether shown on the survey map, or not. Prior to construction, it is the contractors responsibility to field verify locations, depths, sizes and types of underground public and private utilities or substructures within the construction limits and shall bring forward, in writing to the Engineer and/or Surveyor of Record, all discrepancies that do not align with the existing conditions as shown on the survey map provided.

E. Private Utility Lines Locates

- Coordination and scheduling of the private utility lines locates.

➤ NOTES

- **Locating private utilities within the construction limits is not required but recommended. When this information is available it helps contractors avoid**

unforeseen conditions / unknown utilities that could potential be hit during the drilling of the borings or construction.

- **Point of Beginning is not responsible for any damage to inaccurately marked, unmarked or marked private utilities.**

F. Soil Borings + Test Pits

- Coordination and scheduling of the subsurface exploration.

G. Grant Support

- Identify relevant funding opportunities at the local, state, and federal levels that align with the City/District's goals, providing a curated list of opportunities for consideration.
- Review and provide guidance on project designs to ensure they meet both the City/District's needs and the specific criteria of potential grant programs, helping strengthen the application.
- Assist in preparing supporting materials - such as project narratives, budgets and technical documentation - that the City/District can incorporate into their application to present a clear and compelling case.
- Collaborate closely with City/District personnel to gather necessary information, review materials, and facilitate communication, ensuring a smooth and organized application process.

H. Fund Campaign Support

- Share expertise and experience on how to run successful campaign
- Provide renderings, replicating the Master Plan, to help generate interest and give realism to the project.
- Develop customized materials to market project(s) – Website to include a donor fund management platform, handouts, brochures, email blasts, posters, banners, mailers, presentation, etc.

I. Construction Documents

- Develop construction document plan set on a 24" x 36" or 30" x 42" sheet at a scale not exceeding 1" = 30' which includes the following sheets:
 - **Demolition Plan:** Prepare a demolition plan showing items to be removed from the site.
 - **Layout Plan:** Prepare a layout plan showing the locations and dimensions of buildings (supplied by Client) and pertinent site features such as parking, driveways, building corners, etc.
 - **Grading Plan:** Prepare a grading plan showing existing and proposed contours to 1-foot intervals, direction of drainage flow arrows, proposed spot grades to finished grade, storm

sewer structure locations with the rim elevations, and storm pond (or other devices) configuration and grades.

- **Erosion Control Plan:** Prepare an erosion control plan showing erosion control feature location (details shown on the Details Sheets). Erosion control features will follow the WDNR Construction Site Erosion & Sediment Control Conservation Practice Standards and the Wisconsin Construction Site Best Management Practices (BMPs) Handbook. Water quality standards require an 80% reduction in sediment transport.
- **Electrical Site Plan:** Prepare an electrical site plan in accordance with the Client desired layout and needs for the site.
 - ✓ Point of Beginning will subcontract these services.
- **Architectural Design Plans:** Prepare architectural plans and specifications for bidding to include structural, electrical, mechanical, and plumbing.
 - ✓ Point of Beginning will subcontract these services.
- **Landscape Plan:** Prepare a landscape plan in accordance with the Client desired layout, look for the site, and Municipal's ordinance.
- **Detail Sheets:** Prepare the necessary detail sheets for the plan features including erosion control, paving details, utility details, etc.
- **Specifications:** Prepare specifications including general notes, erosion control, earthwork, landscaping, utilities, base course and paving, and other special provisions.

J. Storm Water Management

- Design a storm water management plan in accordance with the governing Municipality's storm water ordinance and Wisconsin Department of Natural Resources NR 151 and NR 216 requirements.
- Test pits are required for stormwater management design. Evaluations for stormwater, by soil borings or test pits, shall be done in accordance with SPS382.365(2)(b). The report shall be done on Form SBD-10793, and signed by a Certified Soil Tester, or Professional Soil Scientist. The coordination of test pits is included in this proposal, but actual subcontracted service will be direct to the owner.

PHASE II - PERMITS + BIDDING

K. Permit Preparation

- Prepare and submit a Notice of Intent (NOI) to the Wisconsin Department of Natural Resources. This NOI will be submitted once a grading plan with erosion control features, and a Storm Water Management Plan have been prepared.

- Prepare and submit a General Plumbing Application to the Wisconsin Department of Safety and Professional Services for sanitary service and water service.
- Prepare and submit a General Plumbing Application to the Wisconsin Department of Safety and Professional Services for storm pipe sizing.
- Prepare and submit the site plan to the Municipality for their review. Provide detailed design plans to the Client for review prior to submittal to the Municipality. Upon receipt of the Client's review, submit plans to Municipality for review per their Site Plan Approval process. Upon receipt of Municipality review comments, revise and submit plans for final approval by Municipality if needed. One re-submittal is included in the fee estimate.

L. Bid Coordination

- Prepare and publish in local and state media sources the advertisement for bid notice.
- Provide and distribute to the Owner, Governing Agencies and Contractors bid set documents for use in preparing a bid and use during construction development.
- Receive and answer any bid document interpretation questions from Contractors during the bid phase.
- Prepare all Addendums to clarify bid document interpretation questions submitted by Contractors during the bid phase.
- Provide a pre-bid meeting with all potential bidders to review the proposed project and bid set documents.
- Provide a bid tabulation and review meeting with owner.

PHASE III - CONSTRUCTION

M. Construction Services

- Contract Administration
 - Assist the Owner in establishing contractual agreements with each selected prime Contractor prior to the start of work.
 - Provide data to the owner relative to the contract status as requested.
 - Review periodic payment requests, issue payment summaries and certifications of pay requests.
- Construction Administration
 - Follow-up on status of permits.

- Facilitate and attend a pre-construction meeting with the Owner & Contractor(s) to review project construction schedule, coordination procedures, invoicing and other items related to the construction process.
 - Coordinate with each selected prime Contractor to develop a construction schedule prior to the start of construction.
 - Provide a punch list(s) to verify compliance with project plans & specifications and prepare a report with findings.
 - Provide onsite meetings during construction phase to coordinate progress with all Contractors and the Owner.
- Construction Inspection
- Point of Beginning, Inc. will provide inspection during the construction of this project.
- Construction Testing Verification
- Point of Beginning to provide verification of the following tests:
 - ✓ Earthwork Testing
 - Gradations
 - Verify dense graded base and fill materials meet specifications
 - Proctors
 - Provided backfill, dense graded base, and fill materials max densities
 - Fill
 - Provide nuclear density testing and reports
 - Base
 - Provide nuclear density testing and reports
 - Footings
 - Provide soil bearing reports through dynamic cone penetrometer testing
 - ✓ Asphalt
 - Provide nuclear density testing and reports
 - ✓ Concrete Testing
 - Provide air, temperature, strength, and slump test for every set of cylinders.
- Construction Staking Verification
- Horizontal & Vertical Control
 - ✓ Horizontal & vertical control points for the site to be used for project layout. Points to be established in areas that are not subject to movement of any type.
 - Buildings/Structures
 - ✓ Verify hub and tack at each building/structure/bleacher corner or offset on column line.
 - ✓ Benchmark set at finished floor.

- Hard Surface
 - ✓ Verify line and level for preliminary finish grade (lath) and final finish grade (lath) for all concrete/bituminous areas.
 - ✓ Verify line and level for all concrete curbs and flatwork.
 - ✓ Verify line and level of the synthetic turf concrete curb.
- Underground Utilities
 - ✓ Verify stakes for each storm and sanitary manhole. Stakes to include center of structure and offsets, one of which will reference the invert elevation of that structure.
 - ✓ Verify line and level for all water valves, tees, bends, and hydrants.
- Green Area
 - ✓ Verify line and level for preliminary finish grade (lath), and final finish grade (lath) for all the retention ponds and swales.
- Fence
 - ✓ Verify location for all fence and gates.
- Electrical
 - ✓ Provide location for light poles and buried electric.

N. Meetings/Site Visits Summation

- All meetings/site visits are included.

O. Assumptions & Additional Services

Items of work not specifically noted in the above scope of work are not included in this proposal. All work not mentioned would be considered additional services. Please refer to Exhibit A for hourly rates to be charged if additional services are required or requested.

- The Civil Design Services referred to in this proposal do not include the design of Site Mechanical.
- Geotechnical investigations would be considered additional services.
- It is assumed no wetlands will be impacted by the project. ACOE/WDNR coordination for Wetland Impacts, 404 permit, 401 Water Quality Certification, Alternative Analysis, Mitigation Plans, Chapter 30 Permit, and Trans 207 are not required and would be considered additional services, if necessary. WDNR coordination is limited to initial coordination and Notice of Intent Submittal.
- Wetland delineations would be considered additional services.
- Artificial Wetland Exemption Requests would be considered additional services.
- Phase I Environmental Site Assessment would be considered additional services.
- Phase II Environmental Site Assessment services would be considered additional services.
- Phase III Environmental Site Assessment would be considered additional services.
- Architectural/historical investigations services would be considered additional services.
- Archaeological Investigation services would be considered additional services.
- Endangered Resource Review services would be considered additional services.
- Floodplain may affect the construction site. If the filling of the floodplain is required and the municipality or FEMA requires any permitting or elevation certificates, this would be considered additional services.
- In preparing construction documents, we assume that we will be able to use a recorded floodplain elevation. If this is not available, a floodplain study may be required and would be considered additional services.
- Our price is based on providing one preparation of construction documents. Should the project be broken into multiple phases requiring the preparation of multiple sets of construction documents, these additional phasing documents would be considered additional services.
- All sanitary and storm sewers shall drain by gravity flow. Lift station design for Sanitary and Storm Sewer is not required and would be considered additional services.
- If the topographic survey is provided by another firm, Point of Beginning takes no responsibility for errors and omissions regarding existing conditions shown on said survey, including, but not limited to, underground utilities.
- Existing water main system pressure and flow data adjacent to the proposed site will be provided by others. Water system testing shall be done by others and would be considered additional services.
- It is assumed that sanitary sewer and water service is available, and no public main extension will be necessary. Designing and developing construction plans for public utility extensions or public street improvements would be considered additional services. Additionally, this proposal does not include the design of a septic system and/or well, if public service is not available. Point of Beginning will only show location of proposed septic system(s) and well(s) on the Construction Documents.
- It is assumed that sanitary sewer and water service is available to the building. If service extensions are required, this would be considered additional services.
- If requested in writing, Point of Beginning will provide a layout and grading plan to the utility companies that affect this project for their review. All other utility coordination for installation and or removal will be coordinated by others and would be considered additional services.
- Private utility line locates would be considered additional services.
- The location accuracy of the building corners mapped on surveys conducted by Point of Beginning are within two inches of their true location. If more accurate standards are required, they would be considered additional services.
- The location and elevation of possible retaining wall(s) will be provided in the construction documents. Structural design of the retaining wall, however, shall be provided by others and would be considered additional services.
- All lot combinations and/or lot splits, re-zoning of property, and annexation of property would be considered additional services.
- Any requests for the creation of new easement legal descriptions and new easement exhibit maps would be considered additional services.
- Title searches along with 60-year easement searches are not included and would be considered additional services.
- Access to municipal or state public right-of-ways may be required for this project. If a permit is required, the permit preparation and permit fees will be considered additional services.
- Point of Beginning will prepare the design based on a Final Site Plan (provided by others in .dwg format). If the Owner or Contractor requests substantial modifications, changes, revisions, or additions (i.e. revision to building or parking size, shape or orientation), those revisions will be done under the explicit understanding that the time expended for the revisions would be considered additional services.
- Direct reimbursements such as reproduction, mailing costs, review, and application fees, and recording fees would be considered additional services.
- Construction means, methods, & site safety will be the responsibility of each contractor that holds a contract or agreement with the CLIENT or OWNER. Point of Beginning will not be providing these services of responsibility for any errors as they relate to the construction means, methods, & site safety.

III. Schedule of Fees Total

PHASE I - PLANNING		
Task A	Desktop Review (Value - \$1,000)	Included - No Cost
Task B	Drone Survey (Value - \$2,000)	Included - No Cost
Task C	Concept & Master Planning (Value - \$5,000)	Included - No Cost
Task D	Topographic Survey & Mapping	\$ 9,500.00
Task G	Grant Support (Value - \$2,500)	Included - No Cost
Task H	Fund Campaign Support (Value - \$5,000)	Included - No Cost
Total "Lump Sum" Fees:		\$ 9,500.00
PHASE I - PLANNING		
Task I	Construction Documents	Included
Task J	Storm Water Management	Included
<\$1.5M Total "Percentage" Fees:		4%
\$1.5M-\$3.5M Total "Percentage" Fees:		3.5%
>\$3.5M Total "Percentage" Fees:		3%
PHASE II - PERMITS + BIDDING		
Task K	Permit Preparation	Included
Task L	Bid Coordination	Included
Task N	Meetings/Site Visits	Included
<\$1.5M Total "Percentage" Fees:		4%
\$1.5M-\$3.5M Total "Percentage" Fees:		3.5%
>\$3.5M Total "Percentage" Fees:		3%
PHASE III - CONSTRUCTION		
Task M	Construction Services	Included
Task N	Meetings/Site Visits	Included
<\$1.5M Total "Percentage" Fees:		6%
\$1.5M-\$3.5M Total "Percentage" Fees:		5%
>\$3.5M Total "Percentage" Fees:		4%
PHASE III DESIGN + BIDDING – TBD SERVICES		
Task E	Private Utility Lines Locates	TBD – Lump Sum
Task F	Soil Borings + Test Pits	TBD – Lump Sum

IV. Contract Agreement

- Phase I Planning, Tasks listed as "Included – No Cost" are valued at \$15,500. If POB is not selected to provide Tasks I-N of the proposed Master Plan, or a phase of the Master Plan, Phase I Planning, Tasks listed as "Included – No Cost" will be invoiced at said value of \$15,500.
- Alternates that are designed and bid, but not constructed, will be invoiced at ½ of percentages listed above.
- We have attached to this proposal our Terms and Conditions (Exhibit B), which are expressly incorporated into, and are an integral part of, our contract for professional services. Please indicate your acceptance of this proposal by having an authorized representative of your firm execute one copy and return it to our office.
- Your acceptance of our proposal confirms that the terms and conditions are understood, including payment to Point of Beginning, Inc. upon receipt of an invoice, unless specifically arranged otherwise in writing.
- We appreciate this opportunity to assist you with this project. If you have any questions regarding this proposal or if you need additional assistance, please contact us.

Point of Beginning, Inc.

Scott Groholski, PLS | Founder + President

09/ 23 / 2025
Date

City of Park Falls

Scott Kluver | City Administrator

Date



Point of Beginning

EXHIBIT A**PROFESSIONAL SERVICES FEE SCHEDULE****Engineering Division****Design Engineering**

Principal	Per Hour	\$ 250.00
Director of Engineering	Per Hour	\$ 185.00
Design Engineer I	Per Hour	\$ 135.00
Design Engineer II	Per Hour	\$ 125.00
Design Engineer III	Per Hour	\$ 90.00
Design Engineer IV	Per Hour	\$ 80.00
Design Engineer V	Per Hour	\$ 65.00
Landscape Architect I	Per Hour	\$ 125.00
Landscape Architect II	Per Hour	\$ 90.00
Landscape Architect III	Per Hour	\$ 80.00
Project Manager	Per Hour	\$ 120.00
Project Coordinator	Per Hour	\$ 80.00

Construction Engineering

Principal	Per Hour	\$ 250.00
Director of Construction Engineering	Per Hour	\$ 170.00
Director of Material Testing	Per Hour	\$ 110.00
Construction Engineer I	Per Hour	\$ 125.00
Construction Engineer II	Per Hour	\$ 100.00
Construction Engineer III	Per Hour	\$ 80.00
Construction Engineer IV	Per Hour	\$ 65.00
Construction Technician I	Per Hour	\$ 100.00
Construction Technician II	Per Hour	\$ 90.00
Construction Technician III	Per Hour	\$ 80.00
Construction Technician IV	Per Hour	\$ 65.00
Project Manager	Per Hour	\$ 120.00
Project Coordinator	Per Hour	\$ 80.00

Surveying Division

Principal	Per Hour	\$ 250.00
Director of Land Surveying	Per Hour	\$ 160.00
Professional Land Surveyor	Per Hour	\$ 115.00
Survey Office	Per Hour	\$ 115.00
Survey Crew Chief	Per Hour	\$ 135.00
Survey Crew Assistant	Per Hour	\$ 55.00
Transportation Survey Crew	Per Hour	\$ 175.00
Transportation Survey Crew Assistant	Per Hour	\$ 55.00

Testing Fee Schedule

Concrete Testing & Reporting	Per Hour	\$ 75.00
HMA/Nuc Density Testing & Reporting	Per Hour	\$ 75.00
Soil Observation & Reporting	Per Hour	\$ 90.00
Steel Inspection & Reporting	Per Hour	\$ 90.00
FRM Inspection	Per Hour	\$ 90.00
FRM Reporting	Per Hour	\$ 90.00
Concrete Cylinders	Per Cylinder	\$ 25.00
Sample Pick-up & Cylinder Pick-Up	Per Hour	\$ 75.00

Testing Fee Schedule Cont.

Proctor - Sand, Silt 4 Inch Mold	Per Test	\$ 120.00
Proctor - Sand, Silt 6 Inch Mold	Per Test	\$ 140.00
Proctor - Base Course 6 Inch Mold	Per Test	\$ 165.00
Proctor - Clay Soil 4 Inch Mold	Per Test	\$ 175.00
Proctor - Clay Soil 6 Inch Mold	Per Test	\$ 200.00
Organic Content - Loss of Ignition	Per Test	\$ 150.00
Atterberg - Liquid & Plastic	Per Test	\$ 100.00
Base Coarse Aggregate	Per Test	\$ 155.00
Gradations (sand & stone)	Per Test	\$ 125.00
P200 Test	Per Test	\$ 70.00
Mortar - 2 x 2 Inch Cube	Per Test	\$ 40.00
Technician (prep time)	Per Hour	\$ 75.00
Openers	Per Cylinder	\$ 30.00
Masonry Prism Compression Test	Per Test	\$ 270.00
Grout Specimens & Box	Per Test	\$ 180.00
Levelness & Flatness Testing (per section)	Per Test	\$ 500.00
Concrete Moisture Test Kits	Per Kit	\$ 55.00
Dynamic Cone Penetrometer	Per Test	\$ 125.00

3D Construction Technology

Machine Control Tech I	Per Hour	\$ 125.00
Machine Control Tech II	Per Hour	\$ 115.00
Machine Field Support I	Per Hour	\$ 135.00
Machine Field Support II	Per Hour	\$ 55.00
Drone Data Collection	Per Hour	\$ 200.00
Drone Data Processing	Per Hour	\$ 150.00
Scanner Data Collection	Per Hour	\$ 300.00
Scanner Data Processing	Per Hour	\$ 150.00

Administrative & Expenses

Administrative Services	Per Hour	\$ 110.00
Mileage	Per Mile	\$ 0.67
Direct Reimbursable	Each	\$ Cost

NOTES

¹ Transportation Survey Crew rate reflects prevailing wage rate pay.

² Any delays or cancellation of work on site for material testing will be charged at the appropriate hourly rates for time spent.





Point of Beginning

EXHIBIT B

TERMS AND PROVISIONS

POINT OF BEGINNING, INC. ("POB")

City of Park Falls ("Client")

The following terms and provisions are applicable to the Agreement between POB and Client to which this Exhibit is attached:

1. PAYMENT TERMS

All invoices submitted by POB are due upon receipt of invoice.

If for any reason not the fault of POB, POB does not receive a progress payment from the Client within fifteen (15) days after the date of the POB invoice, POB, upon giving seven (7) days' written notice to the Client, and without prejudice to and in addition to any other legal remedies, may stop its services until payment of the full amount owing to POB has been received.

Payments due but unpaid, unless disputed and compromised or resolved in favor of Client, shall bear interest from the date payment is due at the rate of one and one-half percent (1 1/2%) per month, which is an annual rate of eighteen percent (18%), until paid in full. Client shall be responsible for all costs and expenses, including POB's attorney fees, related to collection of the amounts due under this Agreement.

2. USE OF POB DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

A. Use of POB Materials. All drawings, specifications, shop drawings, product data and samples, computations, sketches, photographs, renderings, models and other materials prepared by POB or any of its subcontractors or consultants ("POB Materials") shall be the property of POB and shall be available to the Client for its use in connection with the services provided by POB for the Client's Project described in this Agreement. Both POB and Client shall be entitled to the non-exclusive use of the POB Materials and may reuse the same at any time without further compensation to POB or Client and without any restrictions on such use and reuse, except Client shall not transfer, assign, sell or permit the use of POB Materials by any third party for any purpose unrelated to the interests and use of the Client.

B. Electronic Transmission of POB Materials. All documents including drawings, data, plans, specifications, reports or other information recorded on or transmitted as electronic files are subject to undetectable alteration, either intentional or unintentional, due to transmission, conversion, media degradation, software error, human alteration, or other causes. Electronic files are provided for convenience and informational purposes only and are not a finished product or an original POB Material. POB makes no representation regarding the accuracy or completeness of any accompanying electronic files. POB may, at its sole discretion, add wording to this effect on electronic file submissions. The Client waives any and all claims against POB that may result in any way from the use or misuse, unauthorized reuse, alteration, addition to, or transfer of the electronic files. The Client agrees to indemnify and hold harmless POB, its officers, directors, employees, agents, or subconsultants, from any claims, losses, damages or costs (including reasonable attorneys' fees) which may arise out of the use or misuse, unauthorized reuse, alteration, addition to, or transfer of electronic files.

3. POST-PROJECT COPIES OF POB MATERIALS

If the Client requests copies of POB Materials following the completion of the Client's Project, POB will provide such copies subject to Client's obligation to pay POB the expense of such post-Project services upon receipt of an invoice for the same.

4. SPECIAL PROVISIONS FOR OPINIONS OF PROBABLE CONSTRUCTION COSTS

POB's opinions of probable construction cost provided under this Agreement for the Client's Project are made on the basis of POB's experience and qualifications, and represent POB's best judgment as an experienced and qualified professional generally familiar with the industry. However, since POB has no control over the cost of labor, materials, equipment or services furnished by others, or over a contractor's methods of determining prices, or over competitive bidding or market conditions, POB cannot and does not guarantee that proposals, bids or actual construction costs will not vary from opinions of probable construction cost prepared by POB.

If the Client wishes greater assurance as to probable construction costs, the Client agrees to employ an independent cost estimator.

5. CHANGES IN SERVICES

A. Change in Scope of POB Services. The Client or the Client's Architect, may, from time to time, by written instructions or drawings issued to POB, make changes in POB Materials or other engineering services required of POB for the Client's Project. Such changes shall be effective upon POB's written acceptance of the same. Reimbursement of POB for charges and expenses incurred as the result of changes made by the Client or the Architect shall be invoiced in accord with POB's Professional Services Fee Schedule, Exhibit A to this Agreement, plus out-of-pocket expenses incurred by POB to accomplish such changes charged at 110% of such expenses.

B. All Changes in Writing. No oral changes shall be made to this Agreement. This Agreement may not be changed, terminated, or discharged except by an instrument in writing expressly referring to this Agreement and signed by the party or parties to be charged.

C. Factors which May Precipitate a Change. As the Client's Project progresses, facts uncovered may reveal the necessity for a change in the scope of services provided under this Agreement. POB will promptly inform the Client in writing of such situations so that changes in this Agreement can be negotiated as required.

6. INSURANCE

While providing services required by this Agreement, POB will maintain insurance coverage of the type and amounts stated below:

Workers' Compensation	In such amounts required by applicable laws
General Liability	
General Aggregate	\$2,000,000
Operations/Injury	\$1,000,000
Motor Vehicle Liability	
Liability/Injury	\$1,000,000
Professional Liability	\$1,000,000
Umbrella Liability Insurance	\$3,000,000

7. PERFORMANCE STANDARDS

A. POB will perform its services under this Agreement in a manner consistent with that degree of skill and care ordinarily exercised by members of POB's profession currently practicing in the same locality under similar conditions. POB makes no other warranties or representations, either expressed or implied, regarding the services provided under this Agreement.

B. POB will correct deficiencies in services or POB Materials provided under this Agreement without additional cost to Client, except to the extent that such deficiencies are directly attributable to deficiencies in information or drawings furnished by the Client, the Client's Architect or the Client's contractors.

C. Unless otherwise specifically indicated in writing, POB shall be entitled to rely, without liability, on the accuracy and completeness of information provided by (i) Client, (ii) Client's Architect, consultants and contractors, and (iii) public records, without the need for independent verification.

8. SPECIAL PROVISIONS FOR FIELD SERVICES

A. Right of Entry. Client agrees to furnish POB with right-of-entry and a plan of boundaries of the site where POB will perform its services. If Client does not own the site, the Client represents and warrants that it will obtain permission for POB's access to the site to conduct site reconnaissance, surveys, borings, and other explorations of the site pursuant to the scope of services in the Agreement. POB will take reasonable precautions to minimize damage to the site from use of equipment, but POB is not responsible for damage to the site caused by normal and customary use of equipment. The cost for restoration of damage that may result from POB's operations has not been included in POB's fee.

B. Underground Structures. The Client will identify locations of buried utilities and other underground structures in areas of subsurface exploration. POB will take reasonable precautions to avoid damage to the buried utilities and other underground structures noted. If locations are not known or cannot be confirmed by the Client, then there will be a degree of risk to the Client associated with conducting the exploration. In the absence of confirmed underground structure locations, the Client agrees to accept the risk of any damages and losses resulting from the exploration work.

9. SPECIAL PROVISIONS FOR ENGINEERING DESIGN SERVICES

The Client understands and agrees that if POB's services under this Agreement include engineering design and do not include construction related services, then the Client:

- Assumes all responsibility for interpretation of the construction contract documents;
- Assumes all responsibility for construction observation and review; and
- Waives any claims against POB that may be in any way connected thereto.

For purposes of this Agreement, construction related services include, but are not limited to: construction observation; review of the construction contractor's technical submittals; review of the construction contractor's progress; or other construction-phase services.

10. RISK MANAGEMENT

A. Limitation. To the fullest extent permitted by law, the total liability, in the aggregate, of POB and its officers, directors, employees, agents, and independent professional associates and consultants, and any of them, to Client and any one claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to POB's services, the Project or this Agreement, will not exceed the total compensation received by POB under this Agreement, or available proceeds from POB's insurance, whichever is less. This limitation will apply regardless of legal theory, and includes but is not limited to claims or actions alleging negligence, errors, omissions, strict liability, breach of contract, breach of warranty of POB or its officers, directors, employees, agents or independent professional associates or consultants, or any of them. Client further agrees to require that all contractors and



EXHIBIT B

subcontractors agree that this limitation of POB's liability extends to include any claims or actions that they might bring in any forum.

C. Waiver of Consequential Damages. POB and Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues, and loss of business or business opportunities, for claims, disputes or other matters in question arising out of or relating to this Agreement.

11. TERMINATION AND SUSPENSION OF SERVICES BY POB

A. Termination for Work Stoppage. Upon seven (7) days' written notice to Client, POB may terminate this Agreement if the work on Client's Project has been stopped for a thirty (30) day period through no fault of POB for any of the following reasons: (a) under court order or order of other governmental authorities having jurisdiction; (b) as a result of the declaration of a national emergency or other governmental act.

B. Termination or Suspension for Nonpayment. Upon seven (7) days' written notice to Client, POB may terminate the Agreement or, in the sole discretion of POB, suspend performance of services if the Client fails to pay POB in accordance with this Agreement and POB has complied with the notice provisions of this Exhibit.

C. Other Termination Events. Upon seven (7) days' written notice to Client, POB may terminate the Agreement if the Client does any of the following: (a) assigns this Agreement over POB's reasonable objection; or (b) otherwise materially breaches this Agreement.

Upon termination by POB pursuant to this Agreement, POB shall be entitled to recover from the Owner payment for all services executed to the date of termination.

12. TERMINATION BY CLIENT

Within seven (7) days of receipt of a notice to cure, the Client may notify POB that it intends to terminate this Agreement for default absent appropriate corrective action within fourteen (14) additional days. After the expiration of the additional fourteen (14) day period, the Client may terminate this Agreement by written notice absent appropriate corrective action. Termination for default in performance is in addition to any other remedies available to the Client. The Client shall make reasonable efforts to mitigate damages arising from POB's default.

13. DISPUTE RESOLUTION PROVISIONS

A. Dispute Resolution by Discussions. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute through direct discussions. The parties' representatives who possess the necessary authority to resolve such matter, shall conduct direct discussions and make a good faith effort to resolve such dispute.

B. Governing Law. This Agreement and any dispute related to this Agreement shall be governed by the laws in effect in the state of Wisconsin.

C. Legal Actions. If a dispute between the Client and POB cannot be resolved by direct discussion, the parties shall resolve such dispute by legal action commenced in the Portage County Circuit Court in Stevens Point, Wisconsin.

THE PARTIES HEREBY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ANY OF THE CONTEMPLATED TRANSACTIONS, WHETHER NOW EXISTING OR HEREAFTER ARISING, AND WHETHER SOUNDING IN CONTRACT, TORT OR OTHERWISE. THE PARTIES AGREE THAT ANY OF THEM MAY FILE A COPY OF THIS PARAGRAPH WITH ANY COURT AS WRITTEN EVIDENCE OF THE KNOWING, VOLUNTARY AND BARGAINED-FOR AGREEMENT AMONG THE PARTIES IRREVOCABLY TO WAIVE TRIAL BY JURY AND THAT ANY PROCEEDING WHATSOEVER BETWEEN THEM RELATING TO THIS AGREEMENT OR ANY OF THE CONTEMPLATED TRANSACTIONS SHALL INSTEAD BE TRIED IN A COURT OF COMPETENT JURISDICTION BY A JUDGE SITTING WITHOUT A JURY.

14. NOTICES

All notices, consents, waivers and other communications required or permitted by this Agreement shall be in writing and shall be deemed given to a party when (a) delivered to the appropriate address by hand or by commercial delivery service (costs prepaid); (b) sent by facsimile or email with confirmation of transmission by the transmitting equipment; or (c) received or rejected by the addressee, if sent by U.S. certified mail, return receipt requested, in each case to the mailing addresses, facsimile numbers or email addresses set forth in the Agreement (or to such other address, facsimile number, email address or person as a party may designate by notice to the other party).

15. FACSIMILE TRANSACTIONS AND SIGNATURES

A. Any signed copy of this Agreement or other record or document pertinent to the transactions described herein and transmitted by facsimile machine ("fax") or by Internet email where the original signature appears in facsimile form on the fax transmission or on an email attachment document in portable document format (".PDF") shall be treated in all manner and respects as an original document; and the signature of any party upon such document transmitted by fax or email shall be considered an original signature.

B. This Agreement and any document pertinent to the transactions described herein may be transmitted in electronic form (by facsimile or email) with facsimile signatures of one or more parties. Each party acknowledges that the party can access facsimile documents if sent as above provided to the party's fax number or email address set forth herein. Each party agrees to keep all other parties informed by a written notice of any change in the party's fax number, email address or mailing address.

16. ADDITIONAL PROVISIONS

A. Severability. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree

will remain in full force and effect to the extent not held invalid or unenforceable.

B. Waiver; Remedies Cumulative. The rights and remedies of the parties to this Agreement are cumulative and not alternative. Neither any failure nor any delay by any party in exercising any right, power or privilege under this Agreement or any of the documents referred to in this Agreement will operate as a waiver of such right, power or privilege, and no single or partial exercise of any such right, power or privilege will preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege. To the maximum extent permitted by applicable law, (a) no claim or right arising out of this Agreement or any of the documents referred to in this Agreement can be discharged by one party, in whole or in part, by a waiver or renunciation of the claim or right unless in writing signed by the other party; (b) no waiver that may be given by a party will be applicable except in the specific instance for which it is given; and (c) no notice to or demand on one party will be deemed to be a waiver of any obligation of that party or of the right of the party giving such notice or demand to take further action without notice or demand as provided in this Agreement or the documents referred to in this Agreement.

C. Assignments, Successors and No Third-Party Rights. No party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other party. Subject to the preceding sentence, this Agreement will apply to, be binding in all respects upon and inure to the benefit of the successors and permitted assigns of the parties. Nothing expressed or referred to in this Agreement will be construed to give any person or entity other than the parties to this Agreement any legal or equitable right, remedy or claim under or with respect to this Agreement or any provision of this Agreement, except such rights as shall inure to a successor or permitted assignee pursuant to this section.

D. Entire Agreement and Modification. This Agreement supersedes all prior agreements, whether written or oral, between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter and the contemplated transactions. This Agreement may not be amended, supplemented, or otherwise modified except by a written agreement executed by the party to be charged with the amendment.

E. Survival. All express representations, indemnifications, or limitations of liability included in the Agreement will survive its completion or termination for any reason. However, in no event shall indemnification obligations extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by an applicable statute of repose or statute of limitations.

F. Certifications. POB shall not be required to sign any documents, no matter by who requested, that would result in POB having to certify, guaranty, or warrant the existence of conditions or the suitability or performance of POB's services or the Project, that would require knowledge, services or responsibilities beyond the scope of this Agreement.

G. Third Parties. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or POB. POB's services hereunder are being performed solely for the benefit of the Client, and no other person or entity shall have any claim against POB because of this Agreement or POB's performance of services hereunder.

H. Jobsite Safety and Hazardous Conditions. Neither POB's professional activities nor POB's presence on the jobsite relieves the contractor of full responsibility for construction means, methods, sequence and techniques. POB has no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The contractor is solely responsible for jobsite safety.

In performing this contract, the Contractor shall ensure that no laborer shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health and/or safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

271111101000

City of Park Falls/Chequamegon
Athletic Facility
Park Falls, WI

Approximate Survey Limits

■ ■ ■ Drone - 38 Acres +-
○ Topographic - 19 Acres +-
○

8TH ST N

3RD AVE N

271111004000

271111005000

271111005010

271111006000

271111008000

7TH ST N

1ST AVE N

271110502010

6TH ST N

2ND AVE N

271100110000

5TH ST N

271110502001

271110502001

271100110000

4TH ST N

2ND AVE N

1ST AVE N

COURT ST

3RD ST N

27111360801

2ND ST N

SECTION 9 | WHY POB?

Point of Beginning is a stand-behind partner that will continue to work with you, even when your project is completed. Below are just a few of the reasons why you should team with Point of Beginning!

UNMATCHED EXPERTISE

Our team brings unmatched technical knowledge, specialized skills and a commitment to precision that sets us apart in the planning and design of complex athletic and community facilities. With decades of experience and a track record of successful projects, we understand the nuances that make the difference between average and exceptional.

ALL INCLUSIVE SERVICES

Our approach to projects is truly comprehensive and unlike any other firm. We provide a turnkey process that guides you seamlessly through every phase, starting with the development of a District-approved concept plan tailored for your campus.

Our in-house capabilities include surveying and soil investigation (borings), ensuring precise site data to inform your project. We also support your fundraising campaigns to help secure necessary resources.

From there, we handle the creation of detailed construction documents, manage the bidding process and take care of all permitting requirements. Throughout construction, we oversee contractors closely to ensure your project is built exactly according to plan and specifications.

Finally, we implement a maintenance program designed to preserve your facility's quality and performance for years to come - Maximizing your investment long after the ribbon-cutting.

DESIGN SPECIFICS

Our team pays close attention to every element, ensuring thoughtful solutions that address both function and aesthetics. Key considerations include avoiding sheet drainage by incorporating bleacher trench drains, aligning concession areas for optimal site lines, selecting between asphalt and concrete based on appearance and durability, and creating budget-conscious designs.

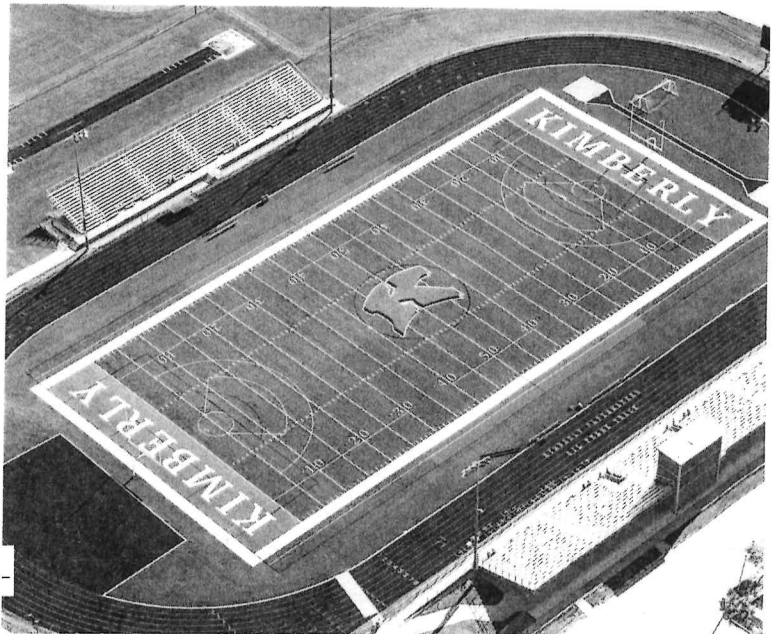
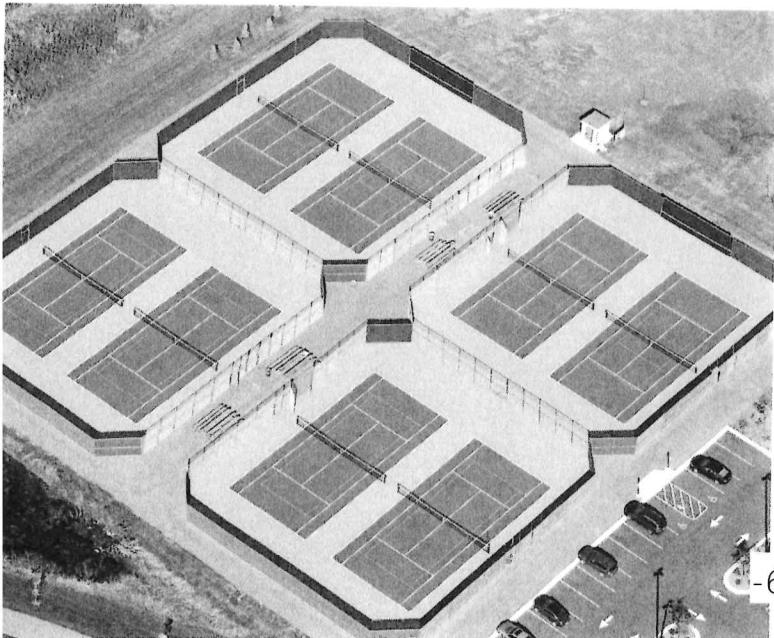
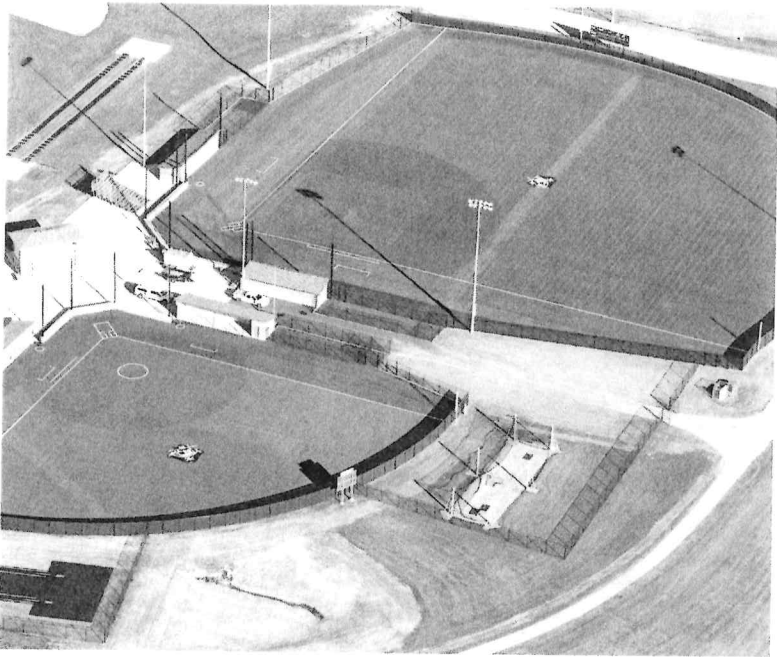
BIDDING TRANSPARENCY

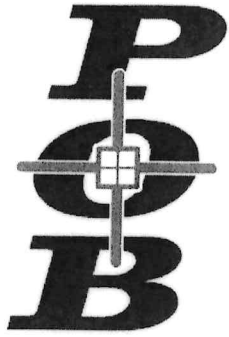
From the outset, you will have full visibility into every quantity, unit price and fee that comprises your project estimate, as well as every contractor bid received on bid day. At POB, we prioritize complete transparency with our clients - avoiding hidden fees, lump sums, or markups on contractor bids. This openness is essential to maintaining competitive bidding and ensuring fairness, without favoritism toward any contractor.

LONG TERM PARTNERS

Client satisfaction and retention are our top priorities. We are dedicated to supporting our clients throughout the project and beyond. If any issues arise, whether during construction or afterward, we commit to addressing them promptly and proposing effective solutions. Our goal is to build lasting partnerships based on trust, collaboration, and mutual success.

While we have highlighted select projects in this qualifications booklet, we encourage you to visit our website to explore additional work not listed here. We invite you to reach out to those districts directly to hear firsthand about their experiences partnering with Point of Beginning.





Point *of* Beginning

START *here.*

CONTACT US

EMAIL **INFO@POBINC.COM** • CALL **715.344.9999** • VISIT **POBINC.COM**



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:  Scott J. Kluver, Administrator

Re: 2026 Capital Budget

Date: October 21, 2025

Enclosed you will find the proposed 2026 capital budget. While we did not complete putting together a detailed capital plan this year, we did put together a policy and a structure to identify various capital projects and how they can be potentially funded in future years. More detailed work can continue on future years as we get into the next year, but due to time and limited funds, it is necessary to consider items for 2026 at this time.

On the enclosed plan, you will note the yellow highlighted items which are the recommended items for funding for 2026. The items that are not highlighted would not be approved and would have to wait for future years or other funding possibilities. You will also note how each item would be funded, albeit grants, contributions from other funds, or money from other sources. At the end, the total amount of general obligation/levy dollars needed to fund the list is \$113,268. At this time, \$32,916 has been proposed to from the tax levy to assist with paying for this list. This means that \$80,352 from the general fund balance would be needed. While that is not ideal given that we are trying to increase the fund balance, I believe that it is necessary given the importance of moving forward with these items. In addition, the Old Abe Park project did come in less than expected, and with the amount proposed, the City would still be in better shape than originally anticipated with the fund balance.

At the end of 2024, the City had an unassigned Fund Balance (what is left in the savings account at the end of the year) of \$877,285. In my opinion, this is not a very accurate figure as the end of December is when the City has lots of cash on hand from the recent Shared Revenue deposit from the state, and partial receipts of property tax revenues. A more accurate time to look at is the end of October, which tends to be when the lowest amount of cash is in the bank. I have extrapolated that the unassigned fund balance at the end of this month will be approximately \$300,000. This would put the balance at about nine percent (9%) which is still very low. Assuming that the 2025 operating

budget will break even, the percentage will be the same in October of 2026.

Nonetheless, we would certainly work to do better than the budget. This year, it is easier to have a better understanding of where things are at with fewer projects in the works, and we have much better information to track revenues and expenses on a monthly basis. I believe we are rounding the bottom and back on the rebound as far as the fund balance is concerned. This is partly because of the additional dollars that were added to it this year (cell tower buy-out).

As far as current projects that might carry over into next year, there is only one which is the technology upgrades for the City Hall and Police. The servers have been installed; however, not everything has been configured because of the email question. It will be necessary to have the City (except for the Library) transition to a .gov domain. This is for security and access to other governmental programs. It is ideal to do this now, otherwise we would need to pay twice to have our servers configured. In addition, with the cost increases to Google accounts, we estimate we can save approximately \$5,000 per year in operational fees by converting to a Microsoft system. We had applied for a grant to assist with the cost of this; however, we are not certain if we would even be awarded, and there is some concern that the federal government was even going to follow through on allocating the funds – whenever the federal government reopens. So, I have decided to push ahead with the project without waiting on the grant. This may require a last-minute carry forward prior to final budget adoption in December.

Here is further detail on the items proposed to be approved:

Streets - \$30,000 : Asphalt to pave approximately one block of street.

Sewer - \$27,000 : Funded by utility. The current sewer camera is not working, and this is an important tool to investigate blockages. The amount for main repair is standard for breaks that may occur during the year.

Water - \$6,000: Funded by utility. This tool is important for locates that are done constantly.

Athletic Complex Plan - \$9,500: Cost split with the school. This item is on the agenda separately for your consideration.

Police - \$42,598: Money to replace and maintain new tasers for five years. The existing tasers the police are using are old and failing. If another one fails, there will not be enough for all of the officers to carry. They are expensive; however, if the police are going to continue to utilize tasers, they need to be replaced. Additional information included. There may be grant dollars to assist with this; however, I am not counting on it at this time. Anything we could get would certainly help.

Fire - \$5,920: Three smaller items which are the priority for equipment needs/replacement for the department.

Planning & Development - \$75,000: Anticipated grant funding to assist. This project, which was discussed at the last meeting, will help guide future development and assist with the eventual redevelopment of the Mill property. For this project to proceed, the City will need to be successful in obtaining a Community Development Block Grant to assist with the project.

City Hall - \$5,000: Replace the two oldest computers (Mayor and Administrator) which are both ready to give up the ghost.

Capital Draft #1

CITY OF PARK FALLS

Budget Worksheet

Page: 24

Period 00/26 (01/01/2026) - 14/26 (12/31/2026)

Oct 22, 2025 8:27AM

Account Number	Account Title	2024 Pri Year Actual	2025 Cur Year Budget	12/25 Cur YTD Actual	2026 Projected Budget	NOTES
13-41110-000	PROPERTY TAXES	0	30,595	30,595	32,916	
	Total TAXES:	0	30,595	30,595	32,916	
13-43260-000	FED GRANT FUNDS-PARKS	1,255,753	0	0	0	
13-43700-000	LOCAL GIFTS & GRANTS	100,000	0	0	0	
	Total INTERGOVERNMENTAL REVENUE:	1,355,753	0	0	0	
13-48900-000	OTHER MISCELLANEOUS REVENUES	13,725	0	0	50,000	
	Total MISCELLANEOUS REVENUE:	13,725	0	0	50,000	
13-49200-000	PROCEEDS FROM SCHOOL DISTRICT	108,128	0	0	4,750	
	Total OTHER FINANCING SOURCES:	108,128	0	0	4,750	
13-51100-290	COUNCIL CONTRACTED SERVICES	0	0	0	0	
	Total CITY COUNCIL:	0	0	0	0	
13-51600-820	CITY HALL CAPITAL OUTLAY	466,327	15,000	10,708	5,000	
	Total CITY HALL:	466,327	15,000	10,708	5,000	
13-52100-810	POLICE CAPITAL EQUIPMENT	0	30,000	26,147	42,598	
13-52100-820	POLICE CAPITAL OUTLAY	46,107	0	0	0	
	Total POLICE:	46,107	30,000	26,147	42,598	
13-52200-810	FIRE/RESCUE APPARATUS	0	0	0	5,920	
	Total FIRE:	0	0	0	5,920	
13-53311-810	CAPITAL EQUIPMENT	0	110,000	105,704	0	
13-53311-820	CAPITAL OUTLAY	0	150,000	105,604	30,000	
	Total STREET MAINTENANCE (LOCAL):	0	260,000	211,308	30,000	
13-53510-820	AIRPORT OUTLAY	0	70,000	2,299	0	
	Total AIRPORT:	0	70,000	2,299	0	
13-55101-820	LIBRARY BLDG - CAPITAL OUTLAY	83,897	0	1,629	0	
	Total LIBRARY BUILDING:	83,897	0	1,629	0	
13-55200-290	CONTRACTED SERVICES	28,418	0	0	9,500	

Account Number	Account Title	2024 Pri Year Actual	2025 Cur Year Budget	12/25 Cur YTD Actual	2026 Projected Budget	NOTES
13-55200-820	CAPITAL OUTLAY	2,553,009	500,000	147,605	0	
	Total PARKS:	2,581,428	500,000	147,605	9,500	
13-56300-820	CAPITAL OUTLAY	0	0	0	75,000	
	Total PLANNING:	0	0	0	75,000	
13-57600-820	CAPITAL OUTLAY	0	0	0	6,000	
	Total WATER:	0	0	0	6,000	
13-57820-820	CAPITAL OUTLAY	0	0	0	27,000	
	Total SEWER:	0	0	0	27,000	
13-58201-340	OPERATING EXPENSE (LOAN COST)	10	0	0	0	
13-58201-620	INTEREST EXPENSE	48,833	0	0	0	
	Total INTEREST & FISCAL CHARGE:	48,843	0	0	0	
13-70005-000	OP TRANSFER IN FROM WATER FUND	0	0	0	6,000	
13-70010-000	OP TRANSFER IN FROM SEWER FUND	0	0	0	27,000	
	Total TRANSFERS IN:	0	0	0	33,000	
	CAPITAL PROJECTS FUND Revenue Total:	1,477,606	30,595	30,595	120,666	
	CAPITAL PROJECTS FUND Expenditure Total:	3,226,602	875,000	399,696	201,018	
	Total CAPITAL PROJECTS FUND:	-1,748,996	-844,405	-369,101	-80,352	

Capital Project/Equipment Request Worksheet

Department: Police Department

Date of Request: March 7, 2025

Title of Request:

Replacement of Tasers

Desired Year of Construction/Purchase:

2026 / 2027 dependent on failure rate.

Is there the potential that payments for this item may span more than one year?:

I do not believe so.

Explanation of Request (specifications can be attached):

Update and replace the current Taser units that are being used. The current models are failing due to age and will no longer be supported for service or repair after the end of this year.

Supplemental Explanation – Please answer is this a new item, replacement, or upgrade; what is the estimated useful life of this item; is this linked to another project; is this a mandated item or an item that will impact health and safety (explain)?:

This purchase would be to replace the current unit of Taser that is being carried by officers. The useful life of the Taser is approximately 10 years and is not linked to another project. The Taser is not mandated to be carried by the State of Wisconsin. It certainly could be a health and safety concern as an officer may be forced to increase the level of force used if a Taser is not available.

Estimated cost of item:

Approximately \$44,000.00

Is there any potential offsetting revenue (e.g. grants, fees to charge, etc.)?:

Byrne Discretionary Grant Program- **Potentially**

Of the projects that your department is submitting this year, please rank in order of priority (1 highest priority):

This could turn into a high priority issues as the Taser will need to be replaced as they continue to fail and cannot be replaced.

Administrator/Treasurer Notes:



Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

SHIP TO

Park Falls Police Department - WI
400 4TH AVE
PARK FALLS,
WI 54552
USA

BILL TO

Park Falls Police Department - WI
400 4TH AVE
PARK FALLS
WI 54552
USA
Email:

SALES REPRESENTATIVE

William Greger
Phone:
Email: wcreger@axon.com
Fax:

PRIMARY CONTACT

Luke Larson
Phone: (715) 762-2446
Email: llarson@pfpd.net
Fax:

Account Number: 136064
Payment Terms: N30
Mode of Delivery: UPS-GND
Credit/Debit Amount: \$0.00

Q-754972-45943WC

Issued: 10/13/2025

Quote Expiration: 12/29/2025

Estimated Contract Start Date: 01/01/2026

Quote Summary

Program Length

TOTAL COST

ESTIMATED TOTAL W/ TAX

60 Months

\$42,597.80

\$42,597.80

Discount Summary

Average Savings Per Year

\$4,905.57

TOTAL SAVINGS

\$24,527.86

Capital Project/Equipment Request Worksheet

Department: Park Falls Fire Rescue

Date of Request: 2026

Title of Request: Universal Neoprene Immersion Suit - Ice Rescue

Desired Year of Construction/Purchase: 2026

Is there the potential that payments for this item may span more than one year?: NO

Explanation of Request (specifications can be attached):

Need to replace suit that exceeds its life expectancy

Supplemental Explanation – Please answer is this a new item, replacement, or upgrade; what is the estimated useful life of this item; is this linked to another project; is this a mandated item or an item that will impact health and safety (explain)?:

Replacement. Life is normally Ten years with proper use & storage.
Will impact health and safety of both our firefighters and civilians.

Estimated cost of item:

\$620.00

Is there any potential offsetting revenue (e.g. grants, fees to charge, etc.)?:

NO

Of the projects that your department is submitting this year, please rank in order of priority (1 highest priority):

1

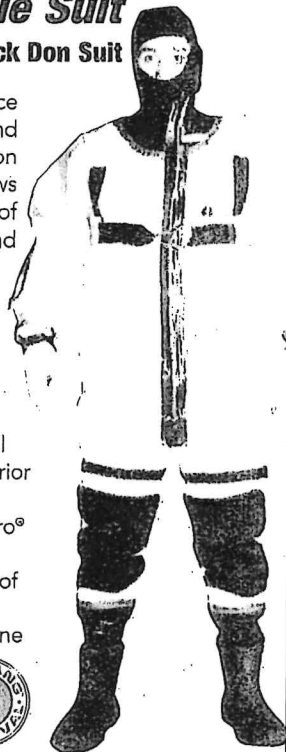
Administrator/Treasurer Notes:

Ice Commander™ Rescue Suit

Floatation and Thermal Protection in a Quick Don Suit

The Mustang Ice Commander™ is the suit of choice for search and rescue teams, fire departments, and ice rescue professionals. The floatation and insulation performance of a snap in buoyancy liner allows users to immerse themselves for long periods of time in icy cold water and maintain mental and physical capabilities.

- Water-tight hood and face seal
- Integrated gloves and attached boots
- SOLAS™ reflective tape and Velcro® patch for light attachment
- Heavy duty, full-length, water-tight zipper
- Waterproof & durable welded nylon outer shell
- High performance urethane-coated nylon exterior
- Integral self-adjusting safety harness
- Ergonomic Ice awl pockets - secured with Velcro® (ice awls not included)
- Removable inner buoyancy liner - constructed of closed-cell AirSoft™
- Reinforced knees padded with 2.5 mm neoprene
- Reinforced seat and elbows
- Measurements: Adult universal sizing, fits height: 4'11" - 6'6", and weight: 110 lbs. - 330 lbs.



Water

The Cascade which provides padding for Cascade a crown pad pending in place. away from wearin Guara

BL315

Ice Commander™ Suit (Universal Adult)

\$945.95

Capital Project/Equipment Request Worksheet

Department: Park Falls Fire Rescue

Date of Request: 2026

Title of Request: High Angle Rope Ascender

Desired Year of Construction/Purchase: 2026

Is there the potential that payments for this item may span more than one year?: No

Explanation of Request (specifications can be attached):

Replace failed system.

Supplemental Explanation – Please answer is this a new item, replacement, or upgrade; what is the estimated useful life of this item; is this linked to another project; is this a mandated item or an item that will impact health and safety (explain)?:

Replacement. Current unit failed at the last drill
Will impact health and safety of both firefighters and civilians

Estimated cost of item:

\$ 1800.00

Is there any potential offsetting revenue (e.g. grants, fees to charge, etc.)?:

No

Of the projects that your department is submitting this year, please rank in order of priority (1 highest priority):

1

Administrator/Treasurer Notes:



by Honeywell

QuickPick™ Rescue Kits

These kits deliver peace-of-mind during unexpected, stressful peer-rescue situations. The rescuer can remotely attach the system to the suspended worker, while remaining securely anchored on the working surface. All rescue components are contained in one easy-to-store kit. Meets applicable OSHA and ANSI standards.

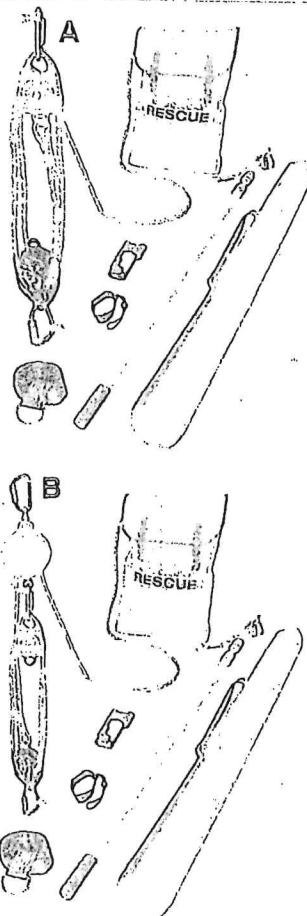
Standard Kit is an economical choice for conducting rescues with workers who are confident in managing rescue systems. Unit has a 310 lb. weight capacity.

Premium Kit includes a backup braking system that acts as a secondary fall protection device. In case of accidental release of rope by the rescuer, a foolproof backup will quickly stop the system. Unit has a 400 lb. weight capacity.

Kit Contains:

- Color-Coded Aluminum Pulleys
- Kernmantle Rope
- Rope Control Handle
- Cross-Arm Anchorage Connector
- Rescue Remote Connection Pole, 4' - 12'
- Carabiner Clip/Pigtail
- WristBandit™ Tool Lanyard
- Pole Carrying Case
- Backpack
- Backup Braking System (Premium Kit only)

	1-2	3+
A. 81409 Standard Kit . . .	\$1,754.00	1,666.30
B. 81410 Premium Kit . . .	2,913.00	2,767.35



A new Manikin, purpose-built for Working at Height Scenarios

An extremely tough manikin for Working at Height training in many industries: Wind Turbines, Telecommunications, Stage and Theater, Scaffolding, Police & Military, Maritime, Factories & Industry, Fire & Rescue, Cleaning and Maintenance, Construction, Pole Top and Tower Rescues.

- Anatomically correct weight distribution gives the 'feel' of an unconscious person - perfect for pole top or tower rescues.
- Realistic sizes and weights - will demonstrate the difficulties of dealing with an adult unconscious casualty.
- Strong enough to be dropped from 2 or 3 stories with no damage - these manikins are tough!
- The Polyester is waterproof, making it suitable for training in wet or dry conditions as it can be easily cleaned and dried.
- Soft body joints eliminate the risk of pinch welts and bruising, a common injury when using plastic bodied manikins.



3324-2395011030 (66lbs).....	\$1220 ⁹⁵
3324-2395011050 (110 lbs).....	\$1245 ⁹⁵
3324-2395011070 (154 lbs).....	\$1400 ⁹⁵
3324-2395011075 (165 lbs).....	\$1495 ⁹⁵

Capital Project/Equipment Request Worksheet

Department: Park Falls Fire Rescue

Date of Request: 2026

Title of Request: Tires for Aerial Ladder Truck

Desired Year of Construction/Purchase: 2026

Is there the potential that payments for this item may span more than one year?: No

Explanation of Request (specifications can be attached):

Tire exceed life expectancy and are getting pretty chipped up

Supplemental Explanation – Please answer is this a new item, replacement, or upgrade; what is the estimated useful life of this item; is this linked to another project; is this a mandated item or an item that will impact health and safety (explain)?:

Replacement

Will impact health and safety of both firefighters and civilian.

Estimated cost of item:

\$3500.00

Is there any potential offsetting revenue (e.g. grants, fees to charge, etc.)?:

No

Of the projects that your department is submitting this year, please rank in order of priority (1 highest priority):

1

Administrator/Treasurer Notes:



ZIFKO TIRE & BATTERY SUPPLY

200 Main St E
Ashland, WI 54806-1724
715-682-4744

*Not sure, need
just a tread to look at*

city of park falls
250604-2030
Quoted By: Devin Jones
Wednesday, June 4, 2025



RM351 HD
Part#: 173010015



Price **\$487.99/each**

Retail 4 Tires **\$1,951.96**
(includes FET)

Tax **\$100.89**

Total Price **\$2,052.85**

Benefits

- Specially formulated to meet the diverse performance requirements in mixed service applications
- Help prevent stone retention and aid in preserving the casing for retreading
- Provides extended tread life in severe, high scrub applications

Specifications

Part Number	173010015
Load Rating	146
Speed Rating	K
UTQG	NA
Warranty	NA
Sidewall	BLK
Ply Rating	H



AV9200D
Part#: 1953241226



Price **\$403.49/each**

Retail 4 Tires **\$1,613.96**
(includes FET)

Tax **\$82.30**

Total Price **\$1,696.26**

Benefits

- For outstanding performance in mud and snow applications
- For long wear
- For enhanced casing durability

Specifications

Part Number	1953241226
Load Rating	146
Speed Rating	M
UTQG	NA
Warranty	NA
Sidewall	BLK
Ply Rating	H



M920A
Part#: 540090



Price **\$513.73/each**

Retail 4 Tires **\$2,054.92**
(includes FET)

Tax **\$100.15**

Total Price **\$2,161.47**

Benefits

- Delivers maximum miles
- Provides optimum footprint wear to increase mileage and excellent casing durability
- Provides even load distribution, improved stability and excellent profile retention

Specifications

Part Number	540090
Load Rating	146
Speed Rating	L
UTQG	NA
Warranty	NA
Sidewall	BLK
Ply Rating	H

City of Park Falls Capital Planning Policy

(Approved 031025)

Purpose

In order to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made, the following policy is established for the City's Capital Improvement Plan (CIP). As a matter of general policy, the goals of the Capital Planning Policy are:

- Provide guidance to management and the Common Council in regards to the CIP process
- Establish an order of precedence and completion
- Establish a timeline for the annual update process

Definitions

1. Capital Improvement Plan (CIP) – a blueprint for planning the City's capital expenditures. It coordinates the schedule of capital improvements and related financing and will be used as a management tool for the budget and planning process.
2. Capital Improvement – the purchase, construction, major repair, reconstruction or replacement of capital items such as: buildings, equipment, vehicles, roadways, culverts, storm sewers, or parks. The projects are usually of high cost (valued at \$5,000 or greater) and have a useful life of several years.

Capital Improvement Plan Process

Updates are made annually to the CIP. Approval of the CIP is not a commitment to finance approved projects, but is a statement of policy regarding the City's approach to meeting its future capital needs.

1. The City Administrator in conjunction with the Treasurer shall be responsible for coordinating the CIP process.
2. Projects should generally be foreseen ahead of time, preferably 2+ years to allow time for planning long-term financing strategies or methods.
3. Departments shall close or update prior year capital projects and identify new capital or funding needs.
4. Departments shall identify and develop new capital projects based upon identification by residents, the Common Council, administration priorities, and regional issues.
 - a. Department Heads shall complete a CIP planning worksheet for each initiative they are submitting for inclusion in the current plan. Each worksheet includes the name of the project, department, brief description, reason for the improvement/replacement, timeline, prioritization, project costs, and funding sources for the proposal.
5. The City Administrator and/or Treasurer will compile the planning worksheets and

present the proposed projects to the Finance Committee.

6. The Finance Committee will evaluate the requests and make a recommendation on a project's inclusion within the plan to the full Council.
7. Capital Improvement Plan is updated and approved by the Common Council.

The following timeline is recommended as the timeline guide for preparation of the annual update to the City's Capital Improvement Plan:

May- July –	Department Heads work on and submit capital requests for the future
July - August–	Finance Committee reviews and deliberates a recommendation to incorporate into a new Capital Improvement Plan
October -	Council adopts the Capital Improvement Plan

Project Prioritization

Capital project requests and needs typically exceed available financing, and therefore have to be prioritized using the following scale:

1. Mandatory – The project is mandated by Federal or State law, regulation, court order, municipal agreement, contract, or it is an immediate health and safety issue that must be addressed.
2. High Priority – Project is likely a health and safety issue or may significantly affect operations or services that the City must address, at a minimum, within the next two to three years.
3. Average Priority – Project is highly desired, but is likely not a health or safety issue. The City should address this project at least within the next five years.
4. Fairly Low Priority – Project is more desirable than necessary and could be deferred several years before becoming an average or high priority.
5. Future Consideration – Project is clearly a long-term request; which is not necessary within the five-year planning period.

Capital Improvement Fund Financing

The financing of capital projects includes a variety of potential funding sources. The use of the following revenue sources is evaluated as part of the CIP process:

- | | | |
|----------------------------|---------------------------|-------------------------------|
| • Property Tax Levy | • Grants | • Intergovernmental Financing |
| • User fees and charges | • Developer Contributions | • Tax Incremental Financing |
| • Debt issuance | • Impact Fees | • Special Assessments |
| • Fund Balance or Reserves | • Donations | |

Policy Considerations

Once the annual Capital Budget has been approved in December, Department Heads do not need further Council approval before implementing capital purchases, so long as bids/estimates come in at or below budgeted amount and a funding plan is in place. If bids/estimates come in higher, Department Heads must get Council approval before purchase is allowed. If bids/estimates come in lower than budgeted, any excess will be kept in the Capital Fund fund balance. Use of this fund balance for other projects must first be brought to the Council for approval. Council approval is also needed if a Department Head wishes to select a bid/estimate other than the lowest. In this process, it is noted that the Council retains its right to accept or reject any bids when the bidding process is used.

If an emergency capital purchase arises, an amendment would be made to the current year's budget, but not the Capital Improvement Plan.



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: Scott J. Kluver, Administrator *SK*

Re: Requested Wage Adjustments

Date: October 22, 2025

At the last meeting, the Council approved a different wage structure for 2026. I thank you for your trust and for helping to maintain a quality workforce for the City.

There is one position in retrospect that I did not adequately think through in my calculations, and that is for the Street Foreman position. In my initial calculation, I did not provide a change to this base wage, or consider the supervisory responsibility of the position for street matters, when I had made adjustments to some of the other positions. I believe that this position should be at the \$29.00/hr range given its relation to other positions within the department and the level of responsibility within the department.

As such, I ask that the base wage for this position be \$29/hr in 2026 and the corresponding steps would be \$29.58, \$30.17, and \$30.77 respectively. A copy of the recently approved DPW structure follows this memo.

In addition, I wanted to verify the base three percent increase for the various Fire Department wages and stipends. I have budgeted for this; however, I did not have all of the detailed stipends in my listing. This has also been included in the attached document for your review.

Please let me know if you have any questions related to these requests.

Report Criteria:

Detail report.

Paid and unpaid invoices included.

Invoice.Batch = "CH OCT27/25"

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
CITY OF PARK FALLS						
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0155420220	UTILITIES SWIMMING POOL	789.02	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0155101220	UTILITIES- LIBRARY BUILDING	954.21	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0152250220	UTILITIES - POLICE & FIRE	448.45	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0155200220	UTILITIES - OLD ABE PARK	210.14	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0257600220	UTILITIES - UTILITY BUILDING	204.00	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0357820220	UTILITIES - LIFT STATION	317.20	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0153270220	UTILITIES- GARAGE	306.50	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0155200220	UTILITIES - HINES PARK	804.21	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0153510220	UTILITIES - AIRPORT	96.45	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0357820220	UTILITIES - WWTP	10,531.81	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0155200220	UTILITIES - HINES CAMPGROUND	531.41	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0155200220	UTILITIES - RV DUMP	298.45	
CITY OF PARK FALLS	09/21/2025	Q3 UTILITY	0155400220	UTILITIES - LITTLE LEAGUE	156.50	
Total CITY OF PARK FALLS:					15,648.35	
COMMERCIAL TESTING LABORATORY						
COMMERCIAL TESTING LABOR	09/30/2025	76960	0357820290	SEWER OPERATIONS	1,133.60	
Total COMMERCIAL TESTING LABORATORY:					1,133.60	
COMPLETE CONTROL INC.						
COMPLETE CONTROL INC.	09/30/2025	84712	0155101290	SERVICE - LIBRARY BLDG.	727.88	
Total COMPLETE CONTROL INC.:					727.88	
EO JOHNSON COMPANY						
EO JOHNSON COMPANY	10/15/2025	1841395	0152100340	MAINTENANCE CONTRACT - POLICE	64.00	
Total EO JOHNSON COMPANY:					64.00	
ICMA MEMBERSHIP RENEWALS						
ICMA MEMBERSHIP RENEWAL	10/01/2025	OCT2025	0151411340	MEMBER #533858	559.00	
Total ICMA MEMBERSHIP RENEWALS:					559.00	
IMMENSE IMPACT LLC						
IMMENSE IMPACT LLC	10/15/2025	21-1006PZB	0151600340	MUNICIPAL ANNUAL WEBSITE SUBSC	1,045.00	
Total IMMENSE IMPACT LLC:					1,045.00	
JFTCO INC						
JFTCO INC	10/14/2025	PISU0080380	0153240350	MACH. REPAIR & MAINT SUPPLIES	910.64	
JFTCO INC	10/14/2025	PISU0080381	0153240350	MACH. REPAIR & MAINT SUPPLIES	306.10	
JFTCO INC	10/14/2025	PISU0080382	0153240350	MACH. REPAIR & MAINT SUPPLIES	1.37	
JFTCO INC	10/14/2025	PISU0080383	0153240350	MACH. REPAIR & MAINT SUPPLIES	14.88	
JFTCO INC	10/14/2025	PISU0080384	0153311340	STREETS OPERATING SUPPLIES	260.80	
Total JFTCO INC:					1,493.79	

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
KWIK TRIP INC.						
KWIK TRIP INC.	10/01/2025	OCT2025CH	0151410340	MAYOR S & E	74.57	10/13/2025
KWIK TRIP INC.	10/01/2025	OCT25PD	0152100340	POLICE S & E	643.67	10/22/2025
Total KWIK TRIP INC.:					718.24	
LONDERVILLE STEEL ENTERPRISES INC						
LONDERVILLE STEEL ENTERP	10/08/2025	7065296	0153311340	STREET MAINT	382.29	
Total LONDERVILLE STEEL ENTERPRISES INC:					382.29	
MACQUEEN EQUIPMENT						
MACQUEEN EQUIPMENT	09/26/2024	P35602	0153311340	STREETS	66.20	10/13/2025
Total MACQUEEN EQUIPMENT:					66.20	
NAPA AUTO PARTS						
NAPA AUTO PARTS	09/04/2025	449815	0153240350	DPW MACHINERY REPAIR & MAINT S	9.43	
NAPA AUTO PARTS	09/04/2025	449852	0153240350	DPW MACHINERY REPAIR & MAINT S	10.52	
NAPA AUTO PARTS	09/08/2025	449963	0153240350	DPW MACHINERY REPAIR & MAINT S	26.49	
NAPA AUTO PARTS	09/08/2025	449992	0153240350	DPW MACHINERY REPAIR & MAINT S	25.98	
NAPA AUTO PARTS	09/09/2025	450029	0153240350	DPW MACHINERY REPAIR & MAINT S	44.60	
NAPA AUTO PARTS	09/09/2025	450042	0153240350	DPW MACHINERY REPAIR & MAINT S	24.98	
NAPA AUTO PARTS	09/10/2025	450134	0153240350	DPW MACHINERY REPAIR & MAINT S	74.78	
NAPA AUTO PARTS	09/10/2025	450135	0153240350	DPW MACHINERY REPAIR & MAINT S	5.18	
NAPA AUTO PARTS	09/10/2025	450136	0153240350	DPW MACHINERY REPAIR & MAINT S	5.18	
NAPA AUTO PARTS	09/11/2025	450171	0153240350	DPW MACHINERY REPAIR & MAINT S	11.99	
NAPA AUTO PARTS	09/17/2025	450443	0153240350	DPW MACHINERY REPAIR & MAINT S	187.04	
NAPA AUTO PARTS	09/22/2025	450681	0153240350	DPW MACHINERY REPAIR & MAINT S	51.48	
NAPA AUTO PARTS	09/22/2025	450718	0357820340	WWTP SUPPLIES	295.87	
NAPA AUTO PARTS	09/22/2025	450727	0357820340	WWTP SUPPLIES	18.00	
NAPA AUTO PARTS	09/25/2025	450891	0153240350	DPW MACHINERY REPAIR & MAINT S	33.68	
NAPA AUTO PARTS	09/25/2025	450911	0153240350	DPW MACHINERY REPAIR & MAINT S	13.16	
NAPA AUTO PARTS	09/25/2025	450912	0153240350	DPW MACHINERY REPAIR & MAINT S	13.16	
NAPA AUTO PARTS	09/25/2025	450913	0153240350	DPW MACHINERY REPAIR & MAINT S	25.52	
NAPA AUTO PARTS	09/25/2025	450914	0153240350	DPW MACHINERY REPAIR & MAINT S	9.87	
NAPA AUTO PARTS	09/30/2025	451124	0153240350	DPW MACHINERY REPAIR & MAINT S	25.48	
NAPA AUTO PARTS	09/30/2025	451158	0153240350	DPW MACHINERY REPAIR & MAINT S	55.96	
Total NAPA AUTO PARTS:					895.67	
NORVADO						
NORVADO	08/20/2025	79254	0155420290	POOL	905.19	10/13/2025
Total NORVADO:					905.19	
PARK FALLS AREA CHAM. OF COMM.						
PARK FALLS AREA CHAM. OF C	10/01/2025	BANQUET	0151600340	CITY HALL	120.00	10/13/2025
Total PARK FALLS AREA CHAM. OF COMM.:					120.00	
PRICE COUNTY TREASURER						
PRICE COUNTY TREASURER	09/30/2025	SEPT2025	0153510340	AIRPORT AV GAS	474.00	
Total PRICE COUNTY TREASURER:					474.00	

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
PUB. SERV. COMM. OF WISCONSIN						
PUB. SERV. COMM. OF WISCO	09/29/2025	RA26-1-04550	0257928340	ASSESSMENT	1,685.70	10/14/2025
Total PUB. SERV. COMM. OF WISCONSIN:					1,685.70	
QUILL CORPORATION						
QUILL CORPORATION	10/15/2025	44841314-1	0151600340	CITY HALL	167.96	
QUILL CORPORATION	10/09/2025	46116921	0152100340	POLICE S & E	46.83	
Total QUILL CORPORATION:					214.79	
ROCK COUNTY CLERK OF CIRCUIT COURT						
ROCK COUNTY CLERK OF CIR	10/21/2025	OCT2025	0152100340	RECORDS REQUEST FEE	1.25	
Total ROCK COUNTY CLERK OF CIRCUIT COURT:					1.25	
RUSK COUNTY FARM SUPPLY INC.						
RUSK COUNTY FARM SUPPLY I	10/01/2025	2055163	0257600290	LP WELLS #8 ELMER RD	343.11	
Total RUSK COUNTY FARM SUPPLY INC.:					343.11	
SECURIAN FINANCIAL GROUP INC.						
SECURIAN FINANCIAL GROUP I	10/01/2025	NOV2025	0152100150	LIFE INS-POLICE	93.30	10/13/2025
SECURIAN FINANCIAL GROUP I	10/01/2025	NOV2025	0153240150	LIFE INS-MACHINERY	21.32	10/13/2025
SECURIAN FINANCIAL GROUP I	10/01/2025	NOV2025	0153311150	LIFE INS-STREETS	62.64	10/13/2025
SECURIAN FINANCIAL GROUP I	10/01/2025	NOV2025	0155100150	LIFE INS-LIBRARY	34.65	10/13/2025
SECURIAN FINANCIAL GROUP I	10/01/2025	NOV2025	0155101150	LIFE INS-LIBRARY BLDG	5.33	10/13/2025
SECURIAN FINANCIAL GROUP I	10/01/2025	NOV2025	0257926150	LIFE INS-WATER	21.32	10/13/2025
SECURIAN FINANCIAL GROUP I	10/01/2025	NOV2025	0357926150	LIFE INS-SEWER	15.99	10/13/2025
SECURIAN FINANCIAL GROUP I	10/01/2025	NOV2025	0151411150	LIFE INS-ADMIN	12.01	10/13/2025
Total SECURIAN FINANCIAL GROUP INC.:					266.56	
SPEE-DEE						
SPEE-DEE	09/27/2025	1331161	0357820290	SHIPPING - WWTP SAMPLES	107.58	
Total SPEE-DEE:					107.58	
TOM ERNST						
TOM ERNST	10/01/2025	1000	0156100290	TIMBER SALE SET-UP	2,630.00	
Total TOM ERNST:					2,630.00	
VERIZON WIRELESS						
VERIZON WIRELESS	10/01/2025	6125182286	0151410340	MAYOR	41.22	10/22/2025
VERIZON WIRELESS	10/01/2025	6125182286	0357820220	WWTP - CELL PHONE	24.11	10/22/2025
VERIZON WIRELESS	10/01/2025	6125182286	0152200220	FIRE-PHIL	41.22	10/22/2025
VERIZON WIRELESS	10/01/2025	6125182286	0357820220	SEWER TABLET	38.01	10/22/2025
VERIZON WIRELESS	10/01/2025	6125182286	0257600220	WATER IPAD X 2	76.02	10/22/2025
VERIZON WIRELESS	10/01/2025	6125182286	0257600220	ASSIT. WATER SUP CELL PHONE	41.22	10/22/2025
VERIZON WIRELESS	10/01/2025	6125182286	0153510220	AIRPORT CELL	41.22	10/22/2025
VERIZON WIRELESS	10/01/2025	6125182286	0151411340	ADMIN CELL PHONE	41.22	10/22/2025
VERIZON WIRELESS	10/01/2025	6125182286	0152100340	PD CHIEF CELL PHONE	125.45	10/22/2025
Total VERIZON WIRELESS:					469.69	

Vendor Name	Invoice Date	Invoice Number	GL Account	Description	Net Invoice Amount	Date Paid
WELLS FARGO FINANCIAL LEASING INC						
WELLS FARGO FINANCIAL LEA	10/04/2025	5036105445	1153635340	RECYCLING S&E	15.75	10/13/2025
WELLS FARGO FINANCIAL LEA	10/04/2025	5036105445	0357840340	SEWER S&E	15.75	10/13/2025
WELLS FARGO FINANCIAL LEA	10/04/2025	5036105445	0257902340	WATER S&E	15.75	10/13/2025
WELLS FARGO FINANCIAL LEA	10/04/2025	5036105445	0151100340	COUNCIL S&E	15.75	10/13/2025
WELLS FARGO FINANCIAL LEA	10/04/2025	5036105445	0151600340	CITY HALL S&E	42.00	10/13/2025
Total WELLS FARGO FINANCIAL LEASING INC:					105.00	
WI DEPT. OF JUSTICE						
WI DEPT. OF JUSTICE	10/10/2025	455TIME-0000018754	0152100340	POLICE TIME ACCESS	282.00	
Total WI DEPT. OF JUSTICE:					282.00	
WI STATE LAB OF HYGIENE						
WI STATE LAB OF HYGIENE	09/30/2025	821992	0257625290	FLUORIDE TESTING	62.00	
Total WI STATE LAB OF HYGIENE:					62.00	
WISCONSIN DEPT. OF REVENUE						
WISCONSIN DEPT. OF REVENUE	10/01/2025	2025MUNI FEE	0151530290	MUNICIPAL FEE - MANUFACTURING P	662.78	10/13/2025
Total WISCONSIN DEPT. OF REVENUE:					662.78	
Grand Totals:					31,063.67	

Report Criteria:

Detail report.

Paid and unpaid invoices included.

Invoice.Batch = "CH OCT27/25"