



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Finance Committee

Monday, January 6, 2025

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-1622](#) 12/09/24 Finance Committee Meeting minutes

Attachments: [120924 Meeting Minutes.pdf](#)

5. **Public Hearing/Apearances**

[24-1625](#) Ms. Diane Keuther, Commodore of the Appleton Yacht Club to present the Club's financial reports.

Attachments: [Appleton Yacht Club 2024 Annual Report - Summary.pdf](#)

[Appleton Yacht Club 2024 Financial Report.pdf](#)

6. **Action Items**

[24-1623](#) Request to approve Contract Amendment #1 with Restoration Systems Inc. for Green Ramp Barrier Panel Emergency Repairs Phase 1, in an increase of \$17,225, for a new not-to-exceed contract total of \$64,455.

Attachments: [Finance Memo Green Ramp Phase 1 Repairs Contract Amend 1 01-06-2025.p](#)

[24-1624](#) Request to award the 2025 Interior Finishes and Furniture Project - Community Development to Chet Wesenberg Architect, LLC. for a sole-source contract not-to-exceed \$67,400.

Attachments: [2025 Community Development AE Services.pdf](#)

[Sole Source Community Dev.pdf](#)

7. **Information Items**

- [24-1626](#) Contract 53-24 was awarded to Crafts, Inc. for \$1,107,734 with a contingency of \$66,464 for WWTP A, S, & V Roof Repair and Replacement. Change orders were approved totaling \$4,800. Final contract amount is \$1,112,534 with a contingency of \$61,664. Payments issued to date total \$1,078,227.30. Request final payment of \$34,306.70.
- [24-1627](#) Contract 84-22 was awarded to Miron Construction for \$5,330,989 with a contingency of \$799,648 for Sludge Storage Addition. Change orders were approved totaling \$280,400.48. Final contract amount is \$5,611,389.48 with a contingency of \$519,247.52. Payments issued to date total \$5,601,389.48. Request final payment of \$10,000.
- [24-1628](#) Contract 27-24 was awarded to Kruczek Construction Inc. for \$2,959,994.96 with a contingency of \$30,000 for W-24 Sewer & Water Reconstruction No. 1. Payments issued to date total \$2,627,401.62. Request final payment of \$184,731.70.
- [24-1629](#) Contract 116-23 was awarded to Vinton Construction Company for the 2023 Lundgaard Park Phase One Construction Project in the amount of \$911,177.70 with a contingency of \$137,000. Change orders were issued totaling \$14,200.54. Payments to date total \$870,124.10. Request final payment of \$55,254.14.
- [24-1630](#) Contract 108-23 was awarded to Southport Engineered Systems, LLC. for the 2023 MSB CEA Shop HVAC Replacement Project in the amount of \$664,550 with an 8% contingency of \$53,164. Two change orders were issued in the amount of \$35,337. Payments to date total \$682,389.81. Request final payment of \$17,497.19.
- [24-1631](#) Contract 55-24 was awarded to Van Rite Plumbing Inc. for \$524,896.87 for Y-24 Lead/Galvanized Water Service Replacement. Payments issued to date total \$463,762.13. Request final payment of \$55,479.92.
- [24-1632](#) Contract 30-24 was awarded to Advance Construction Inc for Z-24 Water Reconstruction in an amount not to exceed \$980,663. Payments issued to date total \$404,554.52. Request final payment of \$474,764.73.

[24-1633](#)

The following 2024 Budget adjustments were approved by the Finance Director in accordance with Policy:

General Fund - Library

Community Partner - Other Reimbursements	+\$2,000
Community Partner - Supplies	+\$2,000

To record Wild Women in the Kitchen Grant

General Fund - Library

Materials Management - Other Reimbursements	+\$25
Materials Management - Books and Library Materials	+\$25

To record David Greene Memorial (Opening Day)

General Fund - Library

Childrens - Other Reimbursement	+\$100
Childrens - Office Supplies	+\$100

To record ESL Donation

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Finance Committee

Monday, December 9, 2024

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

[24-1568](#)

12/04/24 Finance Committee minutes

Attachments: [Meeting_Minutes120424.pdf](#)

**Croatt moved, seconded by Hartzheim, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

5. Public Hearing/Appearances

6. Action Items

[24-1569](#)

Request to approve the Relocation Order for the Lawe Street reconstruction project from College Avenue to Spring Street.

Attachments: [0515 - Lawe - Relocation Order \(12-02-2024\).pdf.pdf](#)

Fenton moved, seconded by Van Zeeland, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-1570](#)

Request to approve contract extension for BMC ARPA Grant Administration Contract.

Attachments: [MemoContractExtension_BMCARPA.pdf](#)

Croatt moved, seconded by Fenton, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-1571](#)

Request to approve Development Agreement for Lumbini Estates (Saket, LLC).

Attachments: [0288 - Lumbini - Development Agreement - Draft 12-03-2024.pdf.pdf](#)
[LumbiniEstate_DAMemo_12052024.pdf](#)

Hartzheim moved, seconded by Fenton, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

[24-1572](#)

Request to approve write off of \$49,609.68 of accounts receivable invoices and \$23,407.02 of personal property taxes (outstanding over one year).

Attachments: [AR Write Off List 2024.pdf](#)
[PP Write off List 2024.pdf](#)

Croatt moved, seconded by Fenton, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

7. Information Items

[24-1573](#)

The following 2024 Budget adjustments were approved by the Finance Director in accordance with Policy:

General Fund - Library

Materials Management - Other Reimbursements	+\$985
Materials Management - Books & Library Materials	+\$985

To record David Greene Memorial (Opening Day)

General Fund - Library

Library Admin - Other Reimbursements	+\$500
Community Partner - Office Supplies for Cultural Programming	+\$500

To record Fox Cities Kids Expo

General Fund - Library

Library Admin - Other Reimbursements	+\$5,000
Community Partner - Office Supplies for Cultural Programming	+\$5,000

To record Fox Cities Book Festival

General Fund - Library

Materials Management - Other Reimbursements	+\$11,000
Materials Management - Books & Library Materials	+\$11,000

To record Eloise Blair Donation

General Fund - Library

Children's - Other Reimbursements	+\$1,272
Children's - Office Supplies	+\$1,272

To record City of Madison - Children's Devices Reimbursement

This item was presented

[24-1574](#)

Contract 115-24 was awarded to Schulze Exteriors, LLC. for the 2024 Park Pavilions Roof Replacement Project in the amount of \$45,775 with a contingency of \$7,000. One change order was issued in the amount of \$4,800 to replace water damaged roof sheeting. No payments were issued to date. Request to issue the final contract payment of \$50,575.

This item was presented

8. Adjournment

Hartzheim moved, seconded by Fenton, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

Appleton Yacht Club Annual Report - 2024

2024 was a year of monthly ups and downs financially for the Appleton Yacht Club. We had some very good months of revenue and some lean months. As we all know, inflation has factored in more so as to how our population spends. We saw rising costs for food and beverages. We did have to raise our prices but not too significantly. Our treasurer has sent you the latest financial report.

Our current roster has 350 social members and 117 yachting members. We have 3 more yachting members than last year. The members accumulate 4,000 volunteer hours by serving the club with their time and talents. There is always a need for volunteers working in the harbor, outside yard maintenance, event planning, attending meetings, etc.

The club continues to employ 20 people, 1 full time. We are proud to say our staff is loyal and dedicated to serving our members. There is very little turnover. Hours of operation are M-F 4-10 pm. On weekends we open at noon and close at 10 pm or later if there is an event.

We implemented many major improvements this past year. The biggest project was hiring Radtke Contractors Inc. to start replacing boards on our docks. This project cost \$120,000. We are doing this project in phases so we will continue the work the next two summers or more. We also had to replace a section of roof on the covered slips after a storm at the cost of \$7,500. Other improvements were a new dishwasher, \$6,500, concrete and railing, \$4,500, outdoor grill, \$1,000, buoys and tackle, \$3,000, and power washing.

Our club continues to be dedicated to setting buoys and lights in the Fox River extending to Little Lake Butte de Morts. We have had to retire our current work pontoon boat and purchased a new/used one. We offer gasoline and pump out services to all boaters on our waterway. Our club also offers vessel safety checks in the spring to assure owners their boats are seaworthy. Anyone interested in taking a boater's safety course can contact our club. Unfortunately, the powers that control the Menasha lock have informed us that the electronic barrier project is no longer planned. Of course, our club and community would love to see the lock open again but it's been almost 10 years now since it closed.

Our club is very community oriented, and we do what we can to help. This year we collected school supplies to benefit Jefferson Elementary School. We participated in Coats for Kids, Toys for Tots, donated to the Humane Society and participated in the Salvation Army Red Kettle drive.

Thank you for the opportunity to once again communicate with the City of Appleton. We value the positive partnership we share. Please always feel free to contact us with any questions or concerns.

Respectfully submitted,

Diane Kuether-Commodore
Appleton Yacht Club

Financial Statement Overview

To: Appleton Yacht Club Members

From: Brandon Martinek, Treasurer

Date: December 12, 2024

Attached are the financial statements for the AYC for the month ended November 30, 2024.

Debt Reduction: Payments of interest only are due monthly in 2024 on the AYC mortgage. The available balance of our line of credit is \$50,000.

Budget Comparison: This summary, as directed by the Finance Steering Committee, tracks “Actual” year-to-date activity in 2024 to the budget approved by the board. It “consolidates” House, Marina, and Club activity combining the entire financial activity of the Club in one schedule.

Financial Summary: November was a marginally slower month than 2023; there were a few less parties than last year, which may have contributed to the fall in revenue. Our liquidity is currently at \$25,332.24 so we have no issues on our balance sheet going into 2025.

I have attached a tentative budget proposal for 2025 based on the input I have received so far for discussion at the December meeting. It does not include the possible phase 2 Marina improvement that is still in committee for a final recommendation for next year.

Thank you to all members for your continued patronage and support of the club.

AYC Balance Sheet (See Pages A-1 & A-2): Page A-1 reflects current assets and property values as of the end of the current month. Actual checking and savings account balances are reported at the top of A-1. The forward-looking outlook of the Appleton Yacht Clubs financials are strong.

Page A-2 reflects current and long-term liabilities, including the AYC capital. The current mortgage balance is \$120,000. The annual payment of \$30,000 is due in January.

AYC Income Statements (See Pages A-3 to A-5): Detailed gross revenue and expenses for the House, Marina, and Club are reported on pages A-3, A-4, & A-5, respectively. Any large expenses approved by the board of directors for property improvements and capital items are included as the last three line items at the bottom of Page A-5.

Sincerely,



Brandon G. Martinek

(920) 213-5409

Brandon@visadvisors.com

Appleton Yacht Club
Balance Sheet
November 30, 2024

ASSETS	<u>Current YTD</u>	<u>Prior YTD</u>
Current Assets		
1000	Cash on hand	\$ 1,600.00 \$ 1,600.00
1045	Savings-Scrip	951.12 1,392.00
1060	Community First Checking Acct.	14,812.75 23,019.63
1070	Community First Savings Acct.	10,519.49 12,954.94
1100	Accounts Receivable-House	1,505.92 1,631.58
1103	Accounts Rec -Yachting/Ad Sale	0.00 0.00
1104	Accounts Rec-Membership	0.00 0.00
1400	Inventory-food	5,595.75 3,761.93
1401	Inventory-bar	32,654.23 30,701.19
	Total Current Assets	67,639.26 75,061.27
 Property and Equipment		
1700	Building & dock	715,241.74 642,230.72
1705	Building Addition - 1978	227,575.00 227,575.00
1710	Furn/fix/equip-club	188,169.96 184,979.96
1715	Furn/fix/equip-house	157,476.47 149,047.68
1750	2012 Building Expansion	493,662.00 493,662.00
1755	2012 Club Improvements	127,473.38 127,473.38
1760	POS System	22,372.05 22,372.05
1770	Deck Remodeling - 2012	11,400.00 11,400.00
1780	Trail Project-2017	179,092.24 179,092.24
1790	Marina Roof - 2019, 2021	231,652.43 231,652.43
1795	2024 Marina Improvements	119,599.20 0.00
1800	Accumulated depreciation	(978,398.85) (932,998.85)
	Total Property and Equipment	1,495,315.62 1,336,486.61
 Other Assets		
	Total Other Assets	0.00 0.00
	Total Assets	\$ 1,562,954.88 1,411,547.88

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**Appleton Yacht Club
Balance Sheet
November 30, 2024**

		<u>Current YTD</u>	<u>Prior YTD</u>
LIABILITIES AND CAPITAL			
Current Liabilities			
2000	Accounts payable- ALL	\$ 25.00	25.00
2001	Accounts payable-CLUB	2,055.89	9,664.57
2005	Marina Improvements payable	29,599.20	0.00
2010	Gift Cards	450.00	400.00
2023	2023 Scrip Liability	0.00	1,392.00
2024	2024 Scrip Liability	951.12	0.00
	Total Current Liabilities	33,081.21	11,481.57
Long-Term Liabilities			
2698.5	Deferred Dues - Yachting	0.00	0.00
2699	Deferred Dues - Social	0.00	0.00
3000	Community First Mortgage	120,000.00	150,000.00
3020	Community First Loan	0.00	0.00
	Total Long-Term Liabilities	120,000.00	150,000.00
	Total Liabilities	153,081.21	161,481.57
Capital			
3900	AYC, Retained Earnings	1,119,717.18	987,637.36
3950	Member Capital Contributions	215,156.49	193,855.49
	Net Income	75,000.00	68,573.46
	Total Capital	1,409,873.67	1,250,066.31
	Total Liabilities & Capital	\$ 1,562,954.88	1,411,547.88

A2

Appleton Yacht Club
Income Statement
For the Eleven Months Ending November 30, 2024

	This Month 24	This Month 23	24 To Date	24 YTD Budget	23 To Date
House Revenues					
Sales Bar	\$ 30,012.50	\$ 34,420.30	\$ 396,760.42	412,500.00	\$ 422,725.96
Clothing Sales	855.00	2,560.00	8,573.00	11,000.00	8,265.00
Sales-Fri Food	6,023.00	5,044.85	81,611.93	85,250.00	85,448.95
Sales-Grill Food	11,616.75	15,334.75	174,564.61	176,000.00	179,023.85
House Total Revenues	48,507.25	57,359.90	661,509.96	684,750.00	695,463.76
House Cost of Sales					
Purchases-bar	10,611.25	9,080.83	128,178.67	137,500.00	137,644.17
Purchases-food & grill	10,518.73	10,825.72	139,766.67	137,500.00	134,419.04
Purchases-clothing	430.89	395.00	5,608.95	7,700.00	4,497.83
Kitchen Supplies	0.00	0.00	0.00	1,100.00	560.68
Sales tax paid House	3,078.73	1,916.09	47,757.63	46,750.00	47,435.23
Credit card fees	3,332.59	1,705.64	32,124.00	19,250.00	17,896.70
House Cost of Sales	27,972.19	23,923.28	353,435.92	349,800.00	342,453.65
House Gross Profit	20,535.06	33,436.62	308,074.04	334,950.00	353,010.11
House Expenses					
Wage House Mgmt	2,305.60	2,140.00	29,197.80	28,600.00	27,245.35
Wages-bar	3,778.54	4,182.65	50,372.26	58,300.00	52,847.38
Wages-Assistant	153.75	0.00	1,082.50	1,925.00	1,147.50
Wages-food	8,755.39	9,386.86	115,705.56	121,000.00	116,432.35
Taxes- FICA	1,345.39	1,483.59	17,801.05	19,250.00	17,976.33
Taxes-Unemployment	127.08	147.37	3,944.25	3,960.00	4,014.70
Utilities house	477.31	1,799.71	18,940.92	22,550.00	21,614.69
Housekeeping	2,730.00	2,492.00	30,242.94	29,150.00	28,626.83
Laundry	1,075.65	1,036.15	12,402.71	12,650.00	11,676.35
Repairs & maint. house	1,457.74	1,345.85	12,597.41	18,370.00	22,382.83
Miscellaneous expense	0.00	0.00	1,007.19	0.00	0.00
Cash over/under	0.38	0.40	4.31	0.00	4.30
House Ttl. Operating Exp.	22,206.83	24,014.58	293,298.90	315,755.00	303,968.61
House Net Income (Loss)	(\$ 1,671.77)	\$ 9,422.04	\$ 14,775.14	\$ 19,195.00	\$ 49,041.50

A3

Appleton Yacht Club
Income Statement
For the Eleven Months Ending November 30, 2024

	This Month 24	This Month 23	24 To Date	24 YTD Budget	23 To Date
Marina Revenues					
Mooring App. Fee	\$ 0.00	\$ 0.00	\$ 2,550.00	4,650.00	\$ 4,650.00
Transient Slip Fees	\$ 0.00	\$ 0.00	\$ 0.00	0.00	\$ 0.00
Annual Slip Fee	0.00	0.00	31,400.00	25,000.00	23,567.00
Marina Total Revenues	0.00	0.00	33,950.00	29,650.00	28,217.00
Marina Expenses					
Utilities-Marina	58.14	69.53	1,541.03	2,200.00	2,118.05
Repairs & maint.-slips & docks	0.00	402.16	2,218.78	3,300.00	3,763.84
Marina Total Expenses	58.14	471.69	3,759.81	5,500.00	5,881.89
Marina Income (Loss)	(\$ 58.14)	(\$ 471.69)	\$ 30,190.19	24,150.00	\$ 22,335.11

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Appleton Yacht Club
Income Statement
For the Eleven Months Ending November 30, 2024

	This Month 24	This Month 23	24 To Date	24 YTD Budget	23 To Date
Club Revenues					
Sales-gas & oil	\$ 0.00	\$ 0.00	\$ 9,071.19	\$ 0.00	\$ 10,547.16
Dues Yachting	\$ 0.00	\$ 0.00	\$ 45,600.00	\$ 44,000.00	\$ 44,800.00
Dues Social	\$ 0.00	\$ 0.00	\$ 140,400.00	\$ 140,000.00	\$ 140,000.00
Yachting Initiation Fees	\$ 0.00	\$ 0.00	\$ 950.00	\$ 0.00	\$ 300.00
Club Total Revenues	0.00	0.00	196,021.19	184,000.00	195,647.16
Club Expenses					
Purchases-gas & oil	0.00	0.00	9,297.92	9,350.00	10,215.02
Wages Club Mgmt.	2,000.00	2,000.00	22,000.00	22,000.00	22,000.00
Wages Club Mtce.	638.00	1,683.00	14,377.00	15,400.00	15,311.50
Taxes-personal property	0.00	0.00	2,008.55	2,090.00	2,071.41
Taxes-real estate	0.00	0.00	10,148.10	12,650.00	13,413.70
Rent	1,203.49	1,168.44	13,238.39	13,255.00	12,852.84
Waste Removal	936.72	356.09	3,539.09	3,300.00	3,017.34
Maint lawn/snow removal	207.90	226.95	3,465.75	5,225.00	4,223.80
Repairs & maint. Bldg.	0.00	0.00	0.00	1,100.00	0.00
Dues Paid	0.00	0.00	0.00	687.50	0.00
Licenses	0.00	500.00	4,399.94	2,200.00	3,160.00
Office Supplies	0.00	0.00	0.00	687.50	0.00
Membership Related	444.16	885.00	1,439.93	2,200.00	1,723.17
Professional fees	5,512.00	1,050.00	13,597.00	6,050.00	6,300.00
Insurance Liab. & Work Comp	0.00	0.00	57,272.00	47,850.00	49,373.30
Interest expense	662.47	636.98	7,516.85	6,875.00	7,084.93
Club Total Expenses	11,604.74	8,506.46	162,300.52	150,920.00	150,747.01
Club Income (Loss)	(\$ 11,604.74)	(\$ 8,506.46)	\$ 33,720.67	\$ 33,080.00	\$ 44,900.15
Total Club Net Income (Loss)	(\$ 13,334.65)	\$ 443.89	\$ 78,686.00	\$ 76,425.00	\$ 116,276.76
House Budgeted Expenditures	\$ 270.00	\$ 270.00	\$ 20,733.37	\$ 0.00	\$ 77,636.45
Club Budgeted Expenditures	0.00	0.00	749.37	0.00	2,302.95
Harbor Budgeted Expenditures	0.00	0.00	99,619.48	0.00	1,174.68
Budgeted Cap. Improv. & Mtce.	270.00	270.00	121,102.22	0.00	81,114.08

AS



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 1/6/2025
To: Finance Committee
From: Pete Neuberger, Deputy Director of Public Works
Subject: Approve Contract Amendment #1 with Restoration Systems Inc. for Green Ramp Barrier Panel Emergency Repairs Phase 1, in an increase of \$17,225.00, for a new not-to-exceed contract total of \$64,455.00.

The Department of Public Works requests approval of contract amendment #1 with Restoration Systems Inc. (RS) for the Green Ramp Barrier Panel Emergency Repair Phase 1 in an amount of \$17,225.00, for a new total contract amount not-to-exceed \$64,455.

The initial contract award was approved at the August 7, 2024, special Finance Committee and Common Council meetings. Pace of design by others of the permanent repairs for Green Ramp resulted in the need for RSI to extend temporary shoring rental beyond the 28 days initially included in the base contract. Based on actual completion date, 53 days of rental were required.



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-5905

f: 920-993-3103

www.appletonparkandrec.org

TO: Finance Committee

FROM: Dean Gazza

DATE: 1-9-25

RE: Action: Award the “2025 Interior Finishes and Furniture Project – Community Development” to Chet Wesenberg Architect, LLC. for a sole-source contract not-to-exceed \$67,400.

Wesenberg Architects were chosen to provide architectural and engineering services for all phases of renovation since 2019 which included renovation of the Departments of Public Works and Health as well as the common spaces on 5th and 6th floors. I have requested Wesenberg to provide a proposal for the design services for the Department of Community Development as it is customary to utilize the same architect throughout an entire project.

We are recommending a sole-source contract to Chet Wesenberg Architect for \$67,400. The fees are very competitive therefore we are requesting your approval to maintain consistency and efficiencies as the design is an extension of previous designs as well is cost effective due to the previous knowledge gained by this team.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

PROPOSED DETAILS
Requesting dept: Parks & Recreation
Product/service: 2025 Interior Finishes & Furniture Project
Vendor name: Chet Wesenberg Architect
Total cost: \$67,400

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

12/30/2024
Date