

**CITY OF PRAIRIE DU CHIEN**

214 East Blackhawk Avenue - PO Box 324 - Prairie du Chien, WI 53821 \* Phone: (608) 326-6406 \* Fax: (608) 326-6407 \* [www.cityofpdc.com](http://www.cityofpdc.com)

Notice is hereby given according to State Statutes that the **COMMON COUNCIL** of the City of Prairie du Chien will meet on **Tuesday, April 21, 2026 at 7:00 P.M.** or **VIA Join Zoom Meeting Click on the link and/or copy and paste in web browser and you will be placed in the waiting room to join the meeting <https://us02web.zoom.us/j/84682615049>**

*PROOF OF POSTING AFFIDAVIT:* This agenda was posted more than 24 hours prior to the start of this meeting at: City Hall, 214 E. Blackhawk Avenue (kiosk) and on the official website above.

**MEETING NOTICE – COMMON COUNCIL**

**Date: Tuesday, April 21, 2026**  
**Time: 7:00 P.M.**  
**Location: Council Chambers**

**ITEMS TO BE ACTED UPON:**

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda
3. Pledge of Allegiance

**4. PUBLIC HEARINGS**

**5. CONSENT AGENDA:**

- A. **COMMON COUNCIL – April 14, 2026**
- B. **FINANCE – April 14, 2026**
- C. **PARK BOARD – February 18, 2026**
- D. **Revolving Loan Fund – February 5, 2024**

(Note: These items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Mayor if you would prefer separate discussion and action.)

**6. ITEMS REMOVED FROM CONSENT AGENDA**

**7. CITIZENS’ COMMENTS, RESOLUTIONS AND PRESENTATIONS**

**A. DISCUSSION AND ACTION: RESOLUTION 2026-07 56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK MAY 3-9, 2026.**

**B. DISCUSSION AND ACTION: Proclamation 2026-01**

**8. CITY ADMINISTRATORS REPORT**

**9. COMMITTEE REPORTS AND ACTION**

**A. FINANCE**

1. **DISCUSSION AND ACTION: Claims**

**10. NEW BUSINESS (Including items for future agenda consideration or Committee assignment).**

**A. DISCUSSION AND ACTION: Professional Services Agreement with Vierbicher for the Illinois Street construction project.**

**11. ADJOURN**

*Chad Abram*

Chad Abram, City Administrator

**NOTE: The next regularly scheduled Council meeting will be Tuesday, May 5, 2026.**

**Agenda posted at City Hall on April 17, 2026 at 2:00 P.M.**

**PERSONS WITH DISABILITIES: If you require special accommodations in order to attend this meeting, please contact City Hall at 608-326-6406 or at least 24 hours prior to meeting time.**

## MINUTES OF THE COMMON COUNCIL April 14, 2026

A meeting of the Prairie du Chien Common Council was held on Tuesday, April 14, 2026, at 7:00 P. M. in the Council Chambers of City Hall. Mayor Dave Hemmer called the meeting to order at 7:00 P.M.

### GENERAL ITEMS TO BE ACTED UPON

1. Call to order/Roll Call – All present, Ingham on Zoom at 7:01 P.M. City Staff present, Mayor Dave Hemmer, Police Chief Kyle Teynor, City Planner Nate Gilberts, City Clerk Treasurer Tina Fuller, Parks and Recreation Director Mike Wallace, and City Administrator Chad Abram.
2. Certification of the open meeting law agenda requirements and approval of the agenda.  
Motion: Bremmer, Second: Waller, Roll Call Vote:7-0
3. Pledge of Allegiance: Bowar

### 4. PUBLIC HEARINGS – None

### 5. CONSENT AGENDA:

- A. COMMON COUNCIL – March 17, 2026
- B. FINANCE – March 17, 2026
- C. PUBLIC WORKS – November 4, 2025
- D. PERSONNEL – February 17, 2026
- E. Trystan's Backyard Ultra – August 16, 2026 at LaRivirie Farm Park (approve by Farm Committee)
- F. M-F-L Mar Mac High School Golf – Interment use when needed on St. Feriole Island for hitting golf balls until May 31, 2026.
- G. Ducky Derby – Hosted by Driftless Downtown Development Inc. July 11, 2026 4:00 – 6:00 P.M. in St. Feriole Slough
- H. 6 month seasonal Class B Beer License – Prairie du Chien Independent Little League – Liz Long Agent.

(Note: These items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Mayor if you would prefer separate discussion and action.) - Action: To approve letters A, B, C, and D. and pull the rest. Motion: Bremmer, Second: Crary, Voice Vote: 8-0.

### 6. ITEMS REMOVED FROM CONSENT AGENDA – Action:

- To approve letter E. Motion: Riebe, Second: Ringgold, Voice Vote: 8-0.
- To approve letter F. Motion: Bremmer, Second: Bowar, Voice Vote: 8-0.
- To approve letter G. Motion: Bremmer, Second: Crary, Voice Vote: 8-0.
- Riebe left the room. To approve letter H. Motion: Bremmer, Second: Waller, Voice Vote: 7-0. Riebe returned.

### 7. CITIZENS' COMMENTS, RESOLUTIONS AND PRESENTATIONS

A. DISCUSSION AND ACTION: RESOLUTION 2026-05 DECLARING APRIL 24TH ARBOR DAY IN THE CITY OF PRAIRIE DU CHIEN – Action: To approve Resolution 2026-05 and waive the first and second reading. Motion: Bremmer, Second: Bowar, Voice Vote: 8-0.

B. DISCUSSION AND ACTION: RESOLUTION 2026-06 Approving the Rules of Procedure for the Ethics Board of the City of Prairie du Chien, Wisconsin. – Action: To approve Resolution

2026-06 and waive the first and second reading. Motion: Bremmer, Second: Crary, Voice Vote: 8-0.

#### 8. CITY ADMINISTRATORS REPORT

- Compost Site and Brush site are now open for the season.
- Friday, April 17, 2026 10-200 St. Feriole Island Ballpark Electronic Recycling Event. Please follow directional signs for entrance and exit to the drop off site.
- Spring Citywide Cleanup will start April 20<sup>th</sup>.

#### 9. COMMITTEE REPORTS AND ACTION

##### A. FINANCE

1. DISCUSSION AND ACTION: Claims. – Action: To approve the claims. Motion: Waller, Second: Ringgold, Voice Vote: 8-0.

10. NEW BUSINESS (Including items for future agenda consideration or Committee assignment).

A. DISCUSSION AND ACTION: Authorize the City Administrator to send out request for proposals for information technology for a 3-year contract. – Action: To approve the City Administrator to submit requests for proposals for information technology. Motion: Riebe, Second: Granzow, Voice Vote: 8-0.

11. ADJOURN TO CLOSES SESSION (7:19 P.M.) – Motion: Bremmer, Second: Riebe, Roll Call Vote: 8-0.

A. Under Wisconsin State Statutes 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Land Sale.

B. Under Wisconsin State Statutes 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Land Sale.

C. Under Wisconsin State Statute 19.85 (1) (c) Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility. – Deputy Clerk-Treasurer

D. Under Wisconsin State Statute 19.85 (1) (c) Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility. – Employee Complaints

12. CONVENE INTO OPEN SESSION (8:23 P.M.) – Motion: Waller, Second: Granzow, Voice Vote: 8-0.

#### 13. ACTION FROM CLOSED SESSION

- To accept the offer on Lot 14 at Woodridge Acres. Motion: Bremmer, Second: Crary, Voice Vote: 8-0.
- To counter offer on Lot 26 at Woodridge Acres. Motion: Bremmer, Second: Ringgold, Voice Vote: 8-0.

- To approve of hiring the number 1 candidate for Deputy Clerk/Treasurer pending pre-employment screening and keep #2 and #3 on the eligibility list for a year. Motion: Crary, Second: Granzow, Voice Vote: 8-0.

14. ADJOURN (8:25 P.M.) – Motion: Bowar, Second: Riebe, Voice Vote: 8-0.

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Chad Abram, City Administrator

## MINUTES OF THE FINANCE COMMITTEE- April 14, 2026

A meeting of the Prairie du Chien Finance Committee was held on Tuesday, April 14, 2026 at 6:30 P.M. in Conference Room 2. Chairperson Vicki Waller called the meeting to order at 6:30 P.M.

### **GENERAL ITEMS TO BE ACTED UPON**

1. Call to order/Roll Call – All present. City staff present, City Administrator Chad Abram, Police Chief Kyle Teynor, and City Clerk/Treasurer Tina Fuller.
2. Certification of the open meeting law agenda requirements and approval of the agenda. Motion: Crary, Second: Ringgold, Voice Vote: 4-0.
3. Approval of the minutes from the March 17, 2026 meeting. Motion: Crary, Second: Ringgold, Voice Vote: 4-0.

### **ACTION ITEMS**

3. DISCUSSION AND ACTION: Claims. – Action: To approve the claims. Motion: Crary, Second: Bremmer, Voice Vote: 4-0.
5. DISCUSSION AND ACTION: Review in-car camera quotes. – No Action.
6. ADJOURN (6:44 P.M.) – Motion: Bremmer, Second: Ringgold, Voice Vote: 4-0.

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**Chad Abram, City Administrator**

## MINUTES OF THE PARK BOARD- February 18, 2026

A meeting of the Prairie du Chien Park Board was held on Wednesday, February 18, 2026, at 5:00 P.M. in Conference Room 2. Chairperson Katherine Achenbach called the meeting to order at 5:02 P.M.

### **GENERAL ITEMS TO BE ACTED UPON**

1. Call to order/Roll Call – **Present:** Cody Mainwaring, Katherine Achenbach, Nick Pedretti, Beth Wagner (Late Entry), and Kayla Ingham (Via Phone). **Absent:** Lydia Thies. **Also present:** Director Mike Wallace.
2. Certification of the open meeting law agenda requirements and approval of the agenda. **Motion:** Mainwaring, **Second:** Pedretti, **Voice Vote:** 3-0.
3. Approval of the Minutes from October 15, 2025. – **Motion:** Mainwaring, **Second:** Pedretti, **Voice Vote:** 3-0.

### **ACTION ITEMS**

4. **UPDATE: 2026 Park Board Meeting Dates** – Director Wallace gave Park Board Members the meeting date for 2026.
5. **UPDATE: Fort Fun** – Director Wallace gave an update on the Fort Fun Playground Project. Fundraising efforts: The Fort Fun Committee has had several fundraisers planned for the upcoming months. Every other pine tree has been removed from the row of trees at the site. Public Works will also start removing the playground equipment, weather permitting.
6. **UPDATE: Parks** — Director Wallace talked about the updating of the Outdoor Recreation Plan that the city is going to be working on in the upcoming months. The board members were asked to think about any improvements to be made to the parks in Prairie du Chien.
7. **DISCUSSION AND ACTION: 2026 Driftless Region Suicide Awareness Color Run/Walk** – **Action:** Approval of the 2026 Driftless Region Suicide Awareness Color Run/Walk with the fees waived. **Motion:** Mainwaring. **Second:** Pedretti. **Voice Vote:** 4-0.
8. **DISCUSSION AND ACTION: 2026 PDC Oktoberfest** – **Action:** Approval of the 2026 PDC Oktoberfest with the fees waived. **Motion:** Mainwaring. **Second:** Achenbach. **Voice Vote:** 4-0.
9. **DISCUSSION AND ACTION: 2026 Prairie Dog Blues Fest** – **Action:** Approval of the 2026 Prairie Dog Blues Fest as read with the stipulation of the fee change, with the addition of using the Fire Association Shelter. **Motion:** Mainwaring. **Second:** Pedretti. **Voice Vote:** 4-0.
10. **DISCUSSION AND ACTION: 2026 Carriage Classic** **Action:** Approval of the 2026 Carriage Classic with the additional shelter fees added to the total. **Motion:** Achenbach. **Second:** Pedretti. **Voice Vote:** 4-0.
11. **DISCUSSION AND ACTION: 2026 PDC Flea Market**– **Action:** Approval of the 2026 PDC Flea Market with the fees waived. **Motion:** Wagner. **Second:** Mainwaring. **Voice Vote:** 4-0.

12. **DISCUSSION AND ACTION: 2026 Fire Department Family Fun Day – Action:** Approval of the 2026 Fire Department Family Fun Day with the fees waived. **Motion:** Achenbach. **Second:** Wagner. Voice Vote: 4-0.
13. **DISCUSSION AND ACTION: 2026 PDC Little League – Action:** Approval of the 2026 PDC Little League Application. **Motion:** Pedretti. **Second:** Wagner. Voice Vote: 4-0.
14. **DISCUSSION AND ACTION: 2026 Iowa Bass Nation Fishing Tournaments – Action:** Approval of the 2026 Iowa Bass Nation Fishing Tournaments. **Motion:** Achenbach. **Second:** Mainwaring. Voice Vote: 4-0.
15. **DISCUSSION AND ACTION: 2026 Prairie Villa Rendezvous– Action:** Approval of the 2026 Prairie Villa Rendezvous. **Motion:** Wagner. **Second:** Pedretti. Voice Vote: 4-0.
  
16. **ADJOURN (5:25 P.M.) – Motion:** Pedretti. **Second:** Achenbach. **Voice Vote:** 4-0.

Next Meeting: April 15, 2026

## **Minutes of the City Loan Committee – February 5, 2024**

A meeting of the City of Prairie du Chien City Loan Committee was held on Monday, February 5, 2024 at 5:00 P.M. in City Hall. Chairman Bob Standorf called the meeting to order.

### **GENERAL ITEMS TO BE ACTED UPON:**

- 1. Call to order/Roll Call** – Standorf, McDonald, Christenson, and Bowar, Absent: Bekkum. CITY STAFF PRESENT- Administrator Chad Abram, Mayor Dave Hemmer and City Planner Garth Frable
- 2. Certification of the open meeting law agenda requirements and approval of the agenda** – Motion: McDonald, Second: Bowar, VOTE: 4-0
- 3. Approval of the meeting minutes of January 18, 2022** –Motion: Bowar, Second: Christenson, VOTE: 4-0

### **ACTION ITEMS**

- 4. DISCUSSION AND ACTION – Mississippi Meats.** – Action: To approve the loan to Mississippi Meats(ALCIE LLC) of \$125,000.00 at 4% interest , interest only, monthly through December 2024. Beginning January 2025, monthly P&I to amortized over 20 years with monthly payment of P&I at \$416.67. Balloon payment after 120 payments. Loan secured by Personal Guarantee with 2<sup>nd</sup> mortgage of home in New Albin, IA. Motion: McDonald, Second: Christiansen Vote: 4-0.
- 5. Adjournment.** (5:39 P.M.) – Motion: Standorf, Second: Bowar, Vote: 4-0.

Submitted by Nate Gilberts, Planner

**RESOLUTION 2026-07**  
**56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK**  
**May 3-9, 2026**

**Whereas**, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**Whereas**, The Office of the Professional Municipal Clerk is the oldest among public servants, and

**Whereas**, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**Whereas**, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**Whereas**, The Professional Municipal Clerk serves as the information center on functions of local government and community.

**Whereas**, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

**Whereas**, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

**Now, Therefore, I**, Mark Gillitzer, Mayor of the City of Prairie du Chien, do recognize the week of May 3<sup>rd</sup> through May 9<sup>th</sup>, 2026, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Tina Fuller, Megan Pedretti, Lisa Breuer, and Lucinda Balk and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Adopted this 5<sup>th</sup> day of May, 2026.

By a vote of: \_\_\_\_\_ in favor, \_\_\_\_\_ against, and \_\_\_\_\_ abstain.

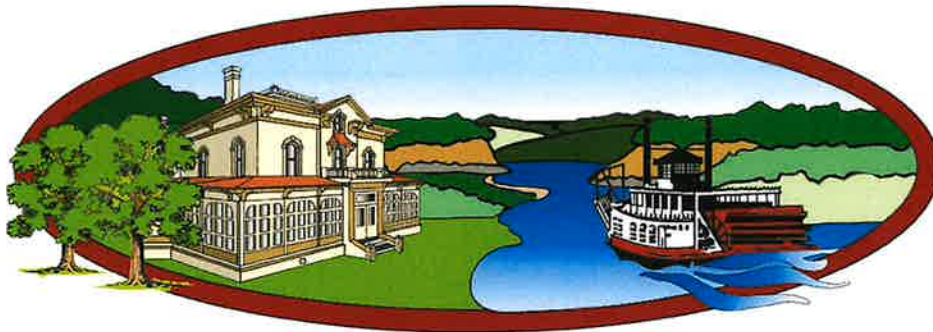
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Mark Gillitzer, Mayor of the City of Prairie du Chien

ATTEST:

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Chad Abram, City Administrator



## **PROCLAMATION**

**BE IT PROCLAIMED BY THE COMMON COUNCIL OF  
THE CITY OF PRAIRIE DU CHIEN, WISCONSIN, AS FOLLOWS:**

**WHEREAS, on Monday, April 13, 2026, *Matthew Matousek*, put himself in a life-threatening situation saving the life of a female juvenile and her dog from the Mississippi River with high waters and swift current; and**

**WHEREAS, his heroism has renewed our respect for humankind and provided lasting lessons in courage that we will not forget; and,**

**WHEREAS, we commend his heroic endeavors and unselfish giving of himself to rescue a neighbor in need; and**

**NOW, THEREFORE, Be It Resolved that the City of Prairie du Chien publicly acknowledges and recognizes *Matthew Matousek* for his heroic actions and courage.**

**Passed and approved this 21<sup>st</sup> day of April, 2026.**

**City Council of Prairie du Chien**

## Prairie du Chien Police Department



214 E. Blackhawk Avenue  
Prairie du Chien, Wisconsin 53821  
608-326-6406

**Casey Cox, Investigative Lieutenant**

### **Recommendation for Citizen Recognition – Life Saving Rescue**

Chief Teynor and City Administrator Abram,

I am writing to formally recommend public recognition for Matthew Matousek, a citizen of Prairie du Chien, WI, whose courageous actions recently saved a young girl and her dog from drowning in the Mississippi River.

On Monday, April 13, 2026, at 3:35 p.m., a female juvenile entered the Mississippi River near the Washington Street bridge in an attempt to rescue her dog as it was swept downstream from the fast-moving current. As the juvenile was unable to get to shore and yelling for help, a nearby citizen called the Crawford County Communication Center to report this. Just prior to the Prairie du Chien Police and Fire Department personnel arriving, Mr. Matousek acted without hesitation. After hearing screams for help from the juvenile, Mr. Matousek ran toward the female and tried coaching her to swim to shore. As he realized the juvenile and her dog were both struggling to stay afloat, he entered the cold, fast-moving water and successfully brought the juvenile and her dog to safety. Mr. Matousek's quick thinking and selfless bravery prevented a tragic outcome.

Such actions exemplify the very best of our community. I believe Mr. Matousek's actions deserve a formal recognition, whether through a commendation, community award, or presentation at a city council meeting. Doing so would honor his heroism and reinforce the values of courage and compassion that define our city.

Thank you for considering this recommendation. Please let me know if you would like any additional details or witness statements to accompany this request.

Professionally,

*Casey Cox*

Casey Cox  
Investigative Lieutenant  
Prairie du Chien Police Department



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## PROFESSIONAL SERVICES AGREEMENT

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**Project Number:** 240019

This AGREEMENT (Agreement) is made today, April 16, 2024, by and between the CITY OF PRAIRIE DU CHIEN (Client) and VIERBICHER ASSOCIATES, INC. (Consultant), which agree as follows:

**Project Name:** Illinois Street Reconstruction

### I. SCOPE OF PROJECT

This project includes the reconstruction of Illinois Street from Webster Street to Washington Street. The project includes the replacement of the street, sidewalk, curb and gutter, sanitary sewer, water main, and storm sewer. The City applied for and was awarded a \$1,000,000 CDBG Public Facilities (PF) grant for the reconstruction of Illinois Street between Webster Street to Washington Street. The estimated cost for the project including construction, engineering services, grant administration and contingency is \$1,975,700.

The anticipated project schedule is to finalize the plans and permits this fall with construction being completed next summer. The previous agreement included surveying, design, permitting, and grant applications, which were all required as part of the grant applications. This agreement includes grant administration, bidding, and construction related services for the project.

### II. SCOPE OF SERVICES

General services include grant administration, bidding, construction administration, construction staking, and construction observation of the above-referenced project.

Specific services shall include the following:

#### 1. Funding Phase

##### a) Grant Administration:

1. Assist the Client with preparation of pre-agreement packet and assist with the finalization of the CDBG grant agreement and amendments, as applicable.
2. Coordinate Citizen Participation meeting, maintain and submit required records for Citizen Participation with the Client. Attend one public hearing during the implementation of the project.

3. Establish and maintain record keeping and file system as required by the CDBG program.
  4. Complete the Environmental Review Record in accordance with the CDBG Implementation Manual. Services shall include preparation of the environmental documents, public notices and Request for Release of Funds.
  5. Act as the Federal Labor Standards officer for the project. Duties shall include:
    - a) Obtain Federal Wage Rates,
    - b) Assembling Federal Wage Rate documents into bidding specifications,
    - c) Monitor wage determination changes and issue new wage decisions as needed during project bidding,
    - d) Complete and submit semi-annual labor standards compliance reports,
    - e) Monitor contractor payroll reports for compliance with Davis-Bacon requirements,
    - f) Interview contractor employees as required by Davis-Bacon Act,
    - g) Complete and submit the final Labor Standards Certification.
  6. Assist with CDBG acquisition/relocation compliance as applicable.
  7. Manage financial records and prepare financial management journals as required by the CDBG program. Prepare and submit CDBG requests for payment and related required documentation.
  8. Assist the Client with setting up the grant account to receive CDBG disbursements. Prepare and submit requests for disbursement of funds. Coordinate payment of project invoices with other funding sources and document matching funds.
  9. Assist with Equal Opportunity compliance as required by the CDBG program.
  10. Assist with Fair Housing Actions required by the CDBG program.
  11. Prepare and submit CDBG reporting documents including semi-annual reports, single audit statements, Section 3 Reports, Equal Opportunity/Minority Business Enterprise/Woman Business Enterprise (WBE/MBE) compliance reports, and Project Completion Report as outlined in the CDBG Contract.
  12. Prepare and submit CDBG monitoring documents and respond to monitoring requirements.
  13. Prepare and submit closeout reports and coordinate closeout of the CDBG Grant at the completion of the project.
  14. Attend City Council meetings as necessary.
  15. Comply with CDBG regulations and policies applicable to the project.
2. **Bidding Phase**
1. Coordinate the bidding process including issuing bidding documents through QuestCDN.com online bid document distribution service. Answer questions during the bid process to provide clarification to the bid documents and issue

addenda if necessary.

2. Attend the bid opening and prepare a tabulation of the bids received.
3. Make a recommendation to the Client concerning the award of the project to the lowest responsible bidder.
4. Coordinate securing a contract between the Owner and Contractor using standard Engineer's Joint Contract Documents Committee (EJCDC) documents.

3. **Contract Administration Phase**

1. Coordinate a preconstruction conference with the Client, Contractor, Utility Companies, and others as determined necessary.
2. Construction Staking
  - a) Staking: Consultant shall provide one-time horizontal and vertical staking consisting of the following:
    - (1) Sanitary Sewer: Sanitary sewer shall be staked including offsets at structures and along the alignment. Offsets along the alignment shall be staked at 25', 50', and 100' intervals out of manholes. After the first 100', only 100' intervals shall be staked.
    - (2) Watermain: Consultant shall provide horizontal and vertical locations for the watermain along the alignment. Staking shall include one trip and shall include bends, valves, hydrants, and offsets at 100' intervals.
    - (3) Storm Sewer: Storm sewer shall be staked including offsets at structures and at intervals of approximately 100' along pipe runs. Stakes shall indicate an offset distance to the pipe and include a cut/fill to the pipe flow line. This work assumes 4 trips to stake the storm sewer.
    - (4) Laterals: Sewer and water laterals shall be staked including offsets to the lateral ends with offset distances to lateral ends and curb stops.
    - (5) Subgrade Staking: The subgrade elevation (for streets) shall be staked at 50' intervals along the alignment of the roadway. The offsets shall include a distance to the centerline and a cut/fill to the subgrade elevation.
    - (6) Curb & Gutter: Curb & Gutter staking shall consist of offsets along the curb alignment. Offsets shall be at 25' intervals located 2'-3' behind the back of curb. Cut/fill elevations shall be provided to the finished elevation of the top of curb.

- (7) Sidewalk Staking: Sidewalk staked shall consist of offsets stakes along the alignment of the sidewalk. Offsets shall be at 25' intervals located 2'-3' behind the sidewalk. Cut/fill elevations shall be provided to the finished elevation of the sidewalk.
  - (8) Staking provided shall be for the sole use by the Client for the purpose intended. Consultant shall not be responsible for work performed by others use of the stakes provided.
  - (9) Staking shall be completed at the request of Client provided a minimum of 48 hours notice is given.
  - (10) Staking assumes that the ground elevation shall be within 1-foot of the finished sub-grade elevation for each item to be staked and the site shall be free and clear of any obstructions that would prevent the stakes from being placed in the required locations.
  - (11) This contract assumes a one-time staking for each of the various components described. Any re-staking that may be required shall be completed as an additional service on a time and expense basis.
3. Review contractor submitted pay applications and recommend action to the Client.
4. Review and make recommendations on contractor-requested change orders.
5. Provide general project management and coordination throughout construction.
6. Upon completion of the work, Consultant shall compile for, and deliver to, the City a set of record documents conforming to information furnished to Consultant in part, by construction contractors. This set of documents shall consist of record drawings showing the reported location of work. Since record drawings are based in part, on information provided by others, Consultant shall have no responsibility for the accuracy of the modified information other than for record information collected in the field by Consultant.
4. **Contract Observation**
  - (1) Conduct periodic engineering observation of construction to determine conformity to the plans and specifications. The project engineer or project surveyor will provide these services. This service does not relieve the Contractor of any obligation to construct the project in conformity with the plans and specifications, nor does it make Vierbicher Associates, Inc. an insurer of, or relieve the Contractor of, any obligations or guarantees concerning the Contractor's performance. These services do not constitute a full-time Resident Representative. If the Client wishes to provide a full-time Resident Representative, the Client will assume this responsibility with their own personnel or by negotiating additional services

from the Consultant. For the purposes of this proposal, 300 hours of observation is assumed for the project.

- (1) Prepare and provide Client Staff with daily observation reports including descriptions and photos of work activities.
- (2) Provide weekly project summaries to Client Staff for distribution to Client Officials and affected businesses and residents. Weekly summaries shall include brief descriptions of work completed during the preceding week and planned activities for the upcoming week.
- (3) Complete a site visit at project completion to develop a punch-list. Coordinate completion of punch-list with contractor to gain project acceptance.

**III. Services Not Provided as Part of This Contract**

The Scope of Services in this Agreement is intended to cover services normally required for this type of project. However, occasionally events occur beyond the control of the Consultant or the Client that creates a need for additional services beyond those required for a standard contract.

The Consultant and/or Client shall promptly and in a timely manner bring to the attention of the other, the potential need to change the Scope of Services set forth above, necessitated by a change in the Scope of Project, Scope of Services, or the Schedule. When a change in the Scope of Services, Schedule, or Fees is agreed to by the Consultant and Client, it shall be initiated by written authorization of both parties.

**IV. Client Responsibilities**

1. Coordination with the Client and DOA/DEHCR staff during the grant period.
2. Assist with providing supplemental documentation as requested by the DOA/DEHCR.

**V. The schedule to perform the work is:**

- A. Bidding and Contracts ..... January 2026 – March 2026
- B. Construction..... June 2026 – November 2026

**VI. The fees for the work are as follows (fixed fee):**

A. The fees to provide the scope of services described herein is summarized as follows:

**Funding Phase**

1. Grant Administration (Fixed Fee) .....	\$25,000
<b>Survey Phase Total .....</b>	<b>\$25,000</b>

**Bidding Phase**

1. Bidding and Contracts (Fixed fee) .....	\$6,800
<b>Survey Phase Total .....</b>	<b>\$6,800</b>

**Construction Phase**

1. Contract Administration & As-Built (Fixed fee) .....	\$24,500
2. Construction Staking (Fixed fee) .....	\$14,500
3. Construction Observation (Time and Expense)* .....	\$36,000
<b>Design Phase Total .....</b>	<b>\$75,000</b>

**TOTAL .....** **\$106,800\*\***

\*Construction observation estimate assumes 240 hours (15 hours per week for 16 weeks).

\*\*This total does not include discount provide per the master services agreement with the City. The actual amount will be reduced based on the amount of work completed.

**VII. EQUAL OPPORTUNITY / AFFIRMATIVE ACTION**

Civil rights laws and related laws and regulations are designed to protect individuals from discrimination on the basis of race, national origin, religion, color, sex, age, disability, sexual orientation and familial status. The laws listed below apply to UGLGs/Grantees, contractors, sub-contractors, and subrecipients. The Department of Labor (DOL) provides employers, workers and others with clear and easy-to-access information and assistance on how to comply with executive Order 11246.

In connection with the performance of work under contract, Consultant agrees to comply with:

A. **FAIR HOUSING ACT**

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental and financing of dwellings, and in other housing related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18) and disability.

B. **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Title VI provides that no person shall be excluded from participation, denied the benefits, or subjected to discrimination on the basis of race, color, familial status, or national origin under any program receiving federal financial assistance.

C. **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance.

D. **SECTION 109 OF TITLE I OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**

Section 109 prohibits discrimination on the basis of race, color, national origin, sex or religion in programs and activities receiving financial assistance from the Department of Housing and Urban Development's (HUD) Community Development and Block Grant (CDBG) Program.

- E. **TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**  
Title II prohibits discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.
- F. **ARCHITECTURAL BARRIERS ACT OF 1968**  
The Architectural Barriers Act requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by persons with disabilities.
- G. **AGE DISCRIMINATION ACT OF 1975**  
The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- H. **TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972**  
Title IX prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance.
- I. **EXECUTIVE ORDER 11063**  
Executive Order 11063 prohibits discrimination in the sale, leasing, rental, or other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.
- J. **EXECUTIVE ORDER 11246**  
Executive Order 11246, as amended, bars discrimination in federal employment because of race, color, religion, sex or national origin.
- K. **EXECUTIVE ORDER 12892**  
Executive Order 12892, as amended, requires federal agencies to affirmatively further fair housing in their programs and activities, and provides that the Secretary of HUD will be responsible for coordinating the effort. The EO also establishes the President's Fair Housing Council, which is chaired by the Secretary of HUD.
- L. **EXECUTIVE ORDER 12898**  
Executive Order 12898 requires that each federal agency conduct its program, policies, and activities that substantially affect human health or the environment in a manner that does not exclude persons based on race, color, or national origin.
- M. **EXECUTIVE ORDER 13166**  
Executive Order 13166 eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally assisted and federally conducted programs and activities.
- N. **EXECUTIVE ORDER 13217**

Executive Order 13217 requires federal agencies to evaluate their policies and programs to determine if any can be revised or modified to improve the availability of community-based living arrangements for persons with disabilities.

- O. **Section 3 Regulations** (Housing and Urban Development (HUD) Section 3 website)
  1. Section 3(b)(2) of the Housing Act of 1937,
  2. Section 3 of the Housing and Urban Development Act of 1968,
  3. 24 CFR 75 (11/30/2020).

**Designated Project Representative:** Consultant: Matt Muchow, PE, Project Manager  
Client: Chad Abram, City Administrator

All services shall be performed in accordance with the General Terms and Conditions included in the Master Service Agreement (dated September 2006) executed with the Client. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

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

Client

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Chad Abram, City Administrator  
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Phone: 608-326-6406  
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Date

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April 15, 2026  
Date