



## MEMO

*"...meeting community needs...enhancing quality of life."*

TO: Appleton Redevelopment Authority  
FROM: Karen Harkness, Director  
DATE: December 3, 2015  
RE: Hinshaw & Culbertson Contract

The Hinshaw & Culbertson (H & C) contract for services and fees in Phase III was divided into two distinct parts. One being a flat fee of \$160,000, to be completed within the Phase III scope of work, and the other, hourly, budgeted at \$80,000. The division of work and fee into these two parts was to allow the City to better budget and manage the work needed as we progressed through Phase III.

However, real estate closing services were not included as part of the flat fee or the hourly fee.

City staff has worked closely with H & C to monitor the budget and the tasks that were required to successfully complete Phase III which allowed the City of Appleton to move forward with the Exhibition Center Project and the purchase of the proposed site on November 25, 2015.

As of November 30, 2015, the hourly budget of \$80,000 has been exceeded by \$23,496.30 due to the compressed timeline to accomplish the tasks in Phase III, customizing ordinances for 9 municipalities, and the detailed, complicated nature of the real estate closing.

Documents are still being completed by the 10 municipalities and once received, a Closing Book with original documents from each municipality will be created and distributed to all 10 municipalities for their records. We anticipate this to be accomplished by the end of December.

Invoice Date	Billed Period	Invoice Amount	
9/25/2015	07/01/2015-9/11/2015	\$43,047.50	
10/8/2015	08/21/2015-09/30/2015	\$10,060.30	
11/13/2015	09/01/2015-10/30/2015	\$33,149.50	
	Subtotal	\$86,257.30	
12/1/2015	11/02/2015-12/01/2015	\$17,239.00	<b>**Subject to final review. \$9293.00 of the \$17,239.00 is real estate related.</b>
	BALANCE DUE	\$103,496.30	

Please contact Karen Harkness, Director of Community & Economic Development at 920-832-6408 or email [Karen.Harkness@Appleton.org](mailto:Karen.Harkness@Appleton.org) with any questions.