



Staff Memo

Meeting Date: February 16, 2026

Memo Date: February 10, 2026
To: Village Board
From: Matt Giese, Village Administrator
Cameron Sawyer, Assistant Administrator/Finance Director
Subject: Pay Application 2

Overview:

Riley Construction submitted pay application 2 on February 3, 2026, with \$173,709.09 completed cost through January 31, 2026. Completed cost to date represents 1.3% of the \$13,240,585 construction contract. Of the completed cost through January 31, 2026, \$8,685.45 is being held as a retainage by the Village.

Recommendation of payment:

Engberg Anderson, Director O'Loughlin, Director Ruth, and Chief Garry reviewed the pay application for recommendation of payment by February 10, 2026.

- Engberg noted general conditions are typically larger early on and taper off. Costs submitted relate to shop drawings. Total amount related to this draw was \$55,723.06.

Administration review of pay request:

Administrator Giese and Director Sawyer reviewed recommendation to pay request.

- No additional comments. Recommend payment of \$52,936.91 (\$55,723.06 work completed less current additional retainage).