

# MEMO

**To: Park Board**

**From: Greg Vitale, Director of Parks and Recreation**

**Date: August 3, 2015**

**Re: Olthoff, Incorporated: Audit of Work Performed**

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The remaining outstanding Olthoff, Inc. invoice is pay request 19B, in the amount of \$31,335.93. This was previously put on hold in order to gather additional information. All additional payments have been approved up to this point.

On July 28, 2015, an on-site audit of the Community Park Phase I repair work was performed by Greg Vitale, Director of Parks and Recreation. He was assisted off-site by Olthoff, Inc. owner Dale Olthoff and Joe Nordman, the Project Manager from Robinson Engineering. During the audit, the quantities were verified and the supplies that were purchased were determined to be consistent with the work that was performed. Additionally, Steve Francis from the Linden Group and Jim Walsh from Sportsfields, Inc. also offered details about the work that was completed. The information that they provided was consistent with the information that was gathered in the audit.

Unlike the previous audit that was performed, this audit was less arduous because it mostly consisted of earth-moving. However, the minimal materials were still counted in person and the labor hours were still calculated. Everything appears to be accurate.

**Recommendation**

It is recommended that the Park Board approve payment for pay request 19B in the amount of \$31,335.93.



*Municipal Expertise. Community Commitment.*

Joseph M Nordman  
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June 30, 2015

Project 08-409.04

Town of Munster  
1005 Ridge Road  
Munster, IN 46321

Attn: Greg Vitale;

RE: Payout #19B for Community Park Underground

Dear Mr. Vitale;

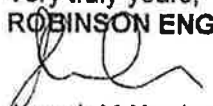
Enclosed herewith please find Pay Estimate #19B for work completed on the above referenced project. We have reviewed the work and find that, in our best judgment, it is in substantial compliance with the plans and specifications. All earthwork quantities and bulk material quantities were measured in place or calculated from survey measurements.

We recommend that Olthoff, Inc. is entitled to payment of Thirty One Thousand Three Hundred Thirty Five Dollars and Ninety Three Cents (\$31,335.93) as summarized below:

**Amount Due this Estimate #19B ..... \$31,335.93**

Should you have any questions or require any further information, please feel free to contact me.

Very truly yours,  
**ROBINSON ENGINEERING, LTD.**

  
Joseph M Nordman  
Sr. Project Manager

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Encl.