

**CITY OF EDGERTON
FINANCE COMMITTEE MEETING
EDGERTON CITY HALL, COUNCIL CHAMBERS
12 ALBION STREET**

Tuesday, January 2, 2024 at 6:45 p.m.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Confirmation of appropriate meeting notice posted on Thursday, December 28, 2023.
3. Consider approval of minutes from the December 18, 2023 Finance meeting.
4. Consider approval of bills and payroll vouchers.
5. Consider City of Edgerton Resolution 01-24: 2024 Salary Resolution.
6. Consider Parkitecture contract for the Vet's Shelter at Central Park.
7. Finance Directors Report.
8. Adjourn.

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: (608) 884-3341.

Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Finance Committee.

**DECEMBER 18, 2023 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Tim Shaw called the meeting to order at 6:45 p.m.

Present: Candy Davis (remote), Shawn Prebil and Tim Shaw

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, City Treasurer Maddie Deegan, Municipal Services Director Howard Moser, Mayor Christopher Lund, Police Chief Robert Kowalski, and a few citizens.

Loveland confirmed the meeting agendas were properly posted on Friday, December 15, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Candy Davis/Shawn Prebil motion to approve the minutes from the December 4, 2023 Finance meeting passed, all voted in favor.

BILLS AND PAYROLL: A Tim Shaw/Shawn Prebil motion to approve the bills and payroll in the amount of \$267,136.98 passed on a 3/0 roll call vote.

RESOLUTION 35-23: DELINQUENT PERSONAL PROPERTY TAX WRITE-OFFS: A Tim Shaw/Shawn Prebil motion to approve City of Edgerton Resolution 35-23: Resolution Approving the Write-off of 2021 Delinquent Personal Property Taxes passed on a 3/0 roll call vote.

Being no other business before the Committee, a Shawn Prebil/Candy Davis motion to adjourn passed, all voted in favor.

Wendy Loveland
City Clerk
Adopted January 2, 2024

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.Input Date = 12/29/2023
 Invoice Detail.Voided = No

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10012100								
5625 c	HATCH, KAILLEE & BAXTER, JE	DEC 2023	OVERPAYMENT ON DANE CO TAXES	12/29/2023	11.62	.00		
Total 10012100:					11.62	.00		
10013100								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	163.33	.00		
Total 10013100:					163.33	.00		
10044210								
604 ch	ROCK CO TREASURER	DEC 2023 DO	DOG TAGS	12/29/2023	84.25	.00		
Total 10044210:					84.25	.00		
10051200340								
3812 c	PRAXIS CONSULTING	20100889	QUICK CLERK - MAINTENANCE 2024	12/29/2023	1,200.00	.00		
Total 10051200340:					1,200.00	.00		
10051300210								
2936 c	MURPHY DESMOND LAWYERS	8179158	CITY ATTORNEY RETAINER	12/29/2023	2,208.34	.00		
Total 10051300210:					2,208.34	.00		
10051310210								
2936 c	MURPHY DESMOND LAWYERS	8179154	SPECIAL LEGAL SERVICES	12/29/2023	1,214.78	.00		
Total 10051310210:					1,214.78	.00		
10051320210								
2936 c	MURPHY DESMOND LAWYERS	8179155	PROSECUTIONS- RETAINER	12/29/2023	695.00	.00		
2936 c	MURPHY DESMOND LAWYERS	8179156	PROSECUTIONS- HOURLY	12/29/2023	545.62	.00		
Total 10051320210:					1,240.62	.00		
10051410153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	55.12	.00		
Total 10051410153:					55.12	.00		
10051430153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	61.25	.00		
Total 10051430153:					61.25	.00		
10051510153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	98.00	.00		
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	61.25	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10051510153:					159.25	.00		
10051520340								
2631 c	WI DEPT OF REVENUE	2024-2026	BUSINESS TAX REGISTRATION	12/29/2023	10.00	.00		
Total 10051520340:					10.00	.00		
10051600221								
21 ch	ALLIANT ENERGY	NOV 23 47020	NOV 23 470202 ELECTRIC CHARGES	12/29/2023	365.09	.00		
Total 10051600221:					365.09	.00		
10051600311								
2890 c	PITNEY BOWES PURCHASE PO	DEC 2023	POSTAGE - CITY HALL	12/29/2023	806.80	.00		
Total 10051600311:					806.80	.00		
10051600340								
5470 c	GORDON FLESCH CO.	IN14487923	CITY HALL COPIER-METERED IMAGES	12/29/2023	68.19	.00		
Total 10051600340:					68.19	.00		
10052100153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	122.49	.00		
Total 10052100153:					122.49	.00		
10052100210								
2936 c	MURPHY DESMOND LAWYERS	8179159	WPPA AGREEMENT 2024-2025	12/29/2023	712.25	.00		
Total 10052100210:					712.25	.00		
10052100311								
2890 c	PITNEY BOWES PURCHASE PO	DEC 2023	POSTAGE - PD	12/29/2023	50.43	.00		
Total 10052100311:					50.43	.00		
10052100320								
4855 c	WI CHIEFS OF POLICE ASSOCI	10775	MEMBERSHIP RENEWAL 2024	12/29/2023	150.00	.00		
Total 10052100320:					150.00	.00		
10052120153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	735.00	.00		
Total 10052120153:					735.00	.00		
10052120810								
5572 c	KAYSER AUTOMOTIVE GROUP	PC7393	2023 FORD EXPLORER- PD	12/29/2023	44,372.50	44,372.50	12/20/2023	
5628 c	KUSTOM SIGNALS, INC.	608334	TWO RADAR UNITS- PD	12/29/2023	4,079.98	.00		
Total 10052120810:					48,452.48	44,372.50		
10052150340								
3976 c	AIR CARE SPECIALISTS	3400	BATHROOM FAN REPAIR- PD	12/29/2023	661.02	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10052150340:					661.02	.00		
10053100153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	61.25	.00		
Total 10053100153:					61.25	.00		
10053100311								
2890 c	PITNEY BOWES PURCHASE PO	DEC 2023	POSTAGE - DPW	12/29/2023	50.43	.00		
Total 10053100311:					50.43	.00		
10053230153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	245.10	.00		
Total 10053230153:					245.10	.00		
10053230225								
3534 c	CHARTER COMMUNICATIONS	010138412192	DPW GARAGE PHONE & INTERNET	12/29/2023	114.97	.00		
Total 10053230225:					114.97	.00		
10053230340								
3976 c	AIR CARE SPECIALISTS	3400	MUNI GARAGE HEATING ELEMENT REPAIR	12/29/2023	176.25	.00		
Total 10053230340:					176.25	.00		
10053310340								
2353 c	PENNEKAMP, TOM	DEC 2023	REIMBURSE CDL RENEWAL 2023	12/29/2023	40.00	.00		
5184 c	BUMPER TO BUMPER EDGERT	625-372930	TRUCK #6 AND SHOP SUPPLIES	12/29/2023	166.83	.00		
5184 c	BUMPER TO BUMPER EDGERT	625-372933	OIL FILTERS	12/29/2023	84.84	.00		
Total 10053310340:					291.67	.00		
10053310380								
5184 c	BUMPER TO BUMPER EDGERT	625-372777	FLUID FILM- TRUCK #10	12/29/2023	24.98	.00		
Total 10053310380:					24.98	.00		
10053420221								
21 ch	ALLIANT ENERGY	NOV 23 47020	NOV 23 470202 ELECTRIC CHARGES	12/29/2023	86.97	.00		
Total 10053420221:					86.97	.00		
10054910340								
565 ch	MID-STATE EQUIPMENT	145386	CHOKER LEVER KIT	12/29/2023	7.24	.00		
Total 10054910340:					7.24	.00		
10055110153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	163.35	.00		
Total 10055110153:					163.35	.00		
10055110225								
3534 c	CHARTER COMMUNICATIONS	170826901120	LIBRARY INTERNET/PHONE CHARGES	12/29/2023	269.01	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10055110225:					269.01	.00		
10055110311								
2890 c	PITNEY BOWES PURCHASE PO	DEC 2023	POSTAGE - LIBRARY	12/29/2023	40.34	.00		
Total 10055110311:					40.34	.00		
10055110320								
231 ch	EDGERTON REPORTER CO INC	129254	CHRISTMAS AD- LIBRARY	12/29/2023	252.00	.00		
3533 c	AMERICAN LIBRARY ASSOCIAT	2024	MEMBERSHIP DUES	12/29/2023	185.00	.00		
3541 c	WISCONSIN LIBRARY ASSOCIA	19264	MEMBERSHIP RENEWAL	12/29/2023	21.00	.00		
5508 c	LIBRARY JOURNAL	000111761	DIGITAL SUBSCRIPTION	12/29/2023	169.00	.00		
Total 10055110320:					627.00	.00		
10055110321								
70 ch	BAKER & TAYLOR INC	2037990079	BOOKS	12/29/2023	468.39	.00		
5626 c	POWELL'S	100015023325	BOOK	12/29/2023	28.94	.00		
Total 10055110321:					497.33	.00		
10055110324								
2433 c	AMAZON.COM LLC	114-1131726-6	DVDS	12/29/2023	45.44	.00		
2504 c	MIDWEST TAPE LLC	504771343	AUDIO VISUAL CREDIT MEMO	12/29/2023	89.96-	.00		
2504 c	MIDWEST TAPE LLC	504786867	DVDS	12/29/2023	28.48	.00		
2504 c	MIDWEST TAPE LLC	504786868	AUDIO VISUAL	12/29/2023	28.79	.00		
4249 c	WAL-MART	2000114-96369	HEARTLAND SEASON 16- LIBRARY	12/29/2023	18.73	.00		
4249 c	WAL-MART	2000114-96369	HEARTLAND SEASON 16 RETURN- LIBRARY	12/29/2023	18.73-	.00		
Total 10055110324:					12.75	.00		
10055110340								
762 ch	WI DEPT OF ADMINISTRATION	505-00000860	TEACH SERVICES 7/1/23-12/31/23	12/29/2023	600.00	.00		
2433 c	AMAZON.COM LLC	113-2210939-2	KIDS TOY- LIBRARY	12/29/2023	38.99	.00		
2433 c	AMAZON.COM LLC	114-2224906-4	LIBRARY SUPPLIES	12/29/2023	78.12	.00		
2433 c	AMAZON.COM LLC	114-2234771-1	LIBRARY SUPPLIES	12/29/2023	56.28	.00		
4249 c	WAL-MART	003016	SUPPLIES- LIBRARY	12/29/2023	30.89	.00		
5346 c	VAN BROCKLIN ELECTRIC	4512	BALLAST REPLACEMENT-LIBRARY	12/29/2023	220.00	.00		
5627 c	LIGHT & ILLUSION	0002	MONARCH BUTTERFLY 16X20 - LIBRARY	12/29/2023	100.00	.00		
Total 10055110340:					1,124.28	.00		
10055110390								
130 ch	US CELLULAR	0619929573	HOT SPOTS - LIBRARY	12/29/2023	76.50	.00		
2433 c	AMAZON.COM LLC	113-0285811-5	HOLIDAY SUPPLIES, STRESS TOYS- LIBRAR	12/29/2023	76.04	.00		
2433 c	AMAZON.COM LLC	113-0797561-2	SENSORY TOYS- LIBRARY	12/29/2023	63.01	.00		
2433 c	AMAZON.COM LLC	113-7129492-0	CRAFT SUPPLIES- LIBRARY	12/29/2023	60.45	.00		
Total 10055110390:					276.00	.00		
10055110820								
5044 c	5 ALARM FIRE AND SAFETY EQ	1216	CARPET AND INSTALLATION- LIBRARY	12/29/2023	5,930.48	.00		
Total 10055110820:					5,930.48	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10055200340								
5159 c	BADGERLAND DISPOSAL	0004517836	W LAWTON ST- HANDICAP PORTA POTTY	12/29/2023	126.70	.00		
Total 10055200340:					126.70	.00		
10056300153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097	JAN 2024 DENTAL INSURANCE	12/29/2023	30.62	.00		
Total 10056300153:					30.62	.00		
20357130820								
603 ch	ROCK CO REGISTER OF DEED	DEC 2023	RECORDING OF MORTGAGE- BARNHART	12/29/2023	30.00	.00		
Total 20357130820:					30.00	.00		
40657125820								
3949 c	KELLER DEVELOPMENT	2023	2023 TIF REVENUE BOND PAYMENT	12/29/2023	95,639.51	95,639.51	12/20/2023	
Total 40657125820:					95,639.51	95,639.51		
40957121820								
2936 c	MURPHY DESMOND LAWYERS	8179157	TID 9- IKI DEVELOPMENT	12/29/2023	74.00	.00		
Total 40957121820:					74.00	.00		
60380840340								
2890 c	PITNEY BOWES PURCHASE PO	DEC 2023	POSTAGE - STORMWATAER DEPT	12/29/2023	10.08	.00		
Total 60380840340:					10.08	.00		
60480840340								
2890 c	PITNEY BOWES PURCHASE PO	DEC 2023	POSTAGE - SIDEWALK UTILITY	12/29/2023	10.08	.00		
Total 60480840340:					10.08	.00		
Grand Totals:					164,452.70	140,012.01		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
--------	-------------	----------------	-------------	--------------	-----------------------	-------------	-----------	-----

Grand Total General Fund Vouchers: \$164,452.70
Total Payroll Check Date 12/29/2023: \$86,661.97
GRAND TOTAL OF GENERAL FUND: \$251,114.67

Finance Committee Members Signatures of Approval:

TIMOTHY SHAW

CANDY DAVIS

SHAWN PREBIL

Report Criteria:
Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.Input Date = 12/29/2023
Invoice Detail.Voided = No

Memo

To: Common Council
From: Staff
Date: 12/28/2023
Re: Jan 2, 2024 Meeting

Salary Resolution: Included in your packet is the annual salary resolution. The resolution includes the across-the-board wage increase approved as part of the budget process and the following changes:

- Establishing the wage ranges for the newly established deputy chief position
- Modifying the wage range for police lieutenants
- Establishing the wage for the limited term administrative assistant at City Hall
- Increase the low end of the wage range for the DPW and utilities lead operator positions to provide a greater wage difference between the operators and the lead operators.

Contract for schematic development plans for Veteran's Park shelter: The next step in the planning process for a shelter at Veteran's Park is the creation of the schematic drawings. This level of design will provide a list of materials and quantities needed to construct the shelter. A list of quantities is needed by the volunteers who will be seeking in-kind donations. Understanding what potential donations are available will be instrumental in determining if the project can be completed. The contract is with Parkitecture, the same firm who complete the conceptual study. The cost of the schematic design is \$15,532. Funding for this work could come from the Capital Surplus Fund or contingency funds in the 2024 General Fund budget.

RESOLUTION No. 01-24
2024 SALARY RESOLUTION
COMMON COUNCIL OF THE CITY OF EDGERTON

WHEREAS, the City of Edgerton employs both union and non-union personnel, and

WHEREAS, it is necessary that the Common Council establish compensation for all non-union personnel, and

WHEREAS, it is necessary that the Common Council amends the established compensation for all non-union personnel as they see fit, and

WHEREAS, the Finance Committee of the Common Council has reviewed the matter of salaries of non-union personnel as spelled out in State Statute 65.04(8)(a) and has submitted a proposed salary schedule which schedule is attached, and

NOW, THEREFORE BE IT RESOLVED that the attached amended salary range schedule for 2024 is approved as the salary schedule for non-union personnel for the fiscal year 2024

Motion by:

Second by:

Roll Call: Ayes: Noes:

Dated and signed this 2nd day of January 2024.

Christopher W. Lund, Mayor

Attest:

Wendy Loveland
City Clerk

2024 NON-UNION SALARY AND WAGE RANGE SCHEDULE

<u>SALARIED EMPLOYEES</u>	<u>2023 Salary</u>	<u>2024 Salary</u>	<u>Remarks</u>
Chief of Police	77,198 - 104,217	80,875 - 108,759	
Deputy Police Chief	-	75,000 - 95,000	
Lieutenant of Police	70,775 - 74,898	70,000 - 90,000	
Library Director	60,996 - 82,345	64,154 - 86,186	
Municipal Services Director w/Utility	77,198 - 104,217	80,875 - 108,759	
Treasurer	60,996 - 82,345	64,154 - 86,186	
Clerk	55,692 - 72,400	58,681 - 75,923	
Administrator	90,168 - 121,727	94,260 - 126,828	
Recreation/Aquatic Director	13,927.40	14,694.40	Per Season
<u>ELECTED OFFICIALS</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>Remarks</u>
Mayor	2,520.00	2,520.00	
(per year-increment for newly elected)			
Aldersperson	2,220.00	2,220.00	
Municipal Judge	5,411.00	5,411.00	
Board of Review (per day)	40.00	40.00	
<u>HOURLY EMPLOYEES</u>			<u>Remarks</u>
City Hall Admin Assistant wage	21.60 - 26.78	22.87 - 28.22	
City Hall LTE Admin Assitant	-	10.00	
Police Dept. Admin Assistant wage	21.60 - 26.78	22.87 - 28.22	
Police Dept. P/T Admin Asst	21.60 - 26.78	22.87 - 28.22	
Public Works Lead Operator	25.29 - 31.72	28.85 - 33.74	
Public Works Operator wage	23.76 - 29.46	25.10 - 30.98	
Utility Operator wages	23.76 - 29.46	25.10 - 30.98	
Utility Lead Operator wage	25.29 - 31.72	28.85 - 33.74	
Library Admin Assistants wage	19.64 - 24.35	20.84 - 25.71	
<u>CERTIFICATION / MERIT PAY</u>			
Administrator - 4 Merit Steps	0.70 / per step	0.70 / per step	Certification/Merit pay is in addition to hourly wage
Chief of Police and Muni. Services Dir.- 4 Merit Steps	0.60 / per step	0.60 / per step	
Library Director and City Treasurer - 4 Merit Steps	0.50 / per step	0.50 / per step	
City Clerk - 4 Merit Steps	0.40 / per step	0.40 / per step	
Operator - 2 Certification Steps	0.70 / per step	0.70 / per step	Operator includes Public Works Operators, Working Foreman, Utility lead Operators, and Utility Operators.
Admin and Library Asst - 3 Certification Steps	0.40 / per step	0.40 / per step	
Crossing Guard	15.00	15.00	\$.25 after 3 years \$.25 after 6 years
Pollworkers	7.25	10.00	
Chief Election Inspector	-	12.00	
DPW/Parks Part-time Summer	12.00	12.00	\$.25 per year of service
DPW/Cemetery Groundskeeper	15.00	15.00	\$.25 per year of service
Project Inspector	25.00	25.00	
Assistant Aquatic & Recreation Director	20.00	20.00	\$.25 per year of service
Lifeguards - Starting	10.50	10.50	Seasonal returns with favorable evaluations:
With WSI	11.50	11.50	\$.25/hr per year for DPW/ Parks, Lifeguards, Cashiers, Concession, and Maintenance.
Supervisors	11.50	11.50	
Cashiers	8.50	8.50	
Concession	8.50	8.50	
Maintenance	8.50	8.50	
			-Cap on Lifeguard hourly wage is \$13.00/hr
			- Lifeguards teaching private lessons receive \$4.00 per lesson in addition to wage

Wage increases are granted at the earlier of 2,080 hours worked or every 2 years.
* Last step increase as needed to equal maximum wage of position

SCOPE OF SERVICES

Design Assistance

- ◆ Conduct review meeting with City staff and design team to confirm building program and desired elements.
- ◆ Prepare schematic layout plans, elevations, and renderings for the proposed shelter building. These plans will include floor plan layouts, exterior and interior elevations, and roof plans.
- ◆ Assemble Opinion of Probable Construction Costs (OPC).
- ◆ Attend city staff meeting to present SD plans and take feedback.
- ◆ Refine schematic drawings for building into final rendered package.
- ◆ Update OPC. This will be reviewed with a local contractor for current pricing structures.

OUTCOMES		
Meetings		
#1	Kick Off/Concept Review Meeting	
#2	Schematic Design Plan Review Meeting with City Staff	
Document Deliverables		
#1	SD Plans	11x17 pdf
#2	Opinion of Probable Costs	8.5x11 pdf

Responsibilities of Owner and Others

The Owner shall supply Parkitecture with site survey information (CAD/GIS format).

Proposed Fee

For completion of the scope of services presented above, our proposed fees are lump sum by task:

Design Assistance \$ 15,532

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work, and obtain approval prior to commencement of additional work. Refer to Terms and Conditions for billing and payment information.

Signature below shall serve as notification to proceed.

Accepted by:

Date:

City of Edgerton

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.