



A PERFECT ENVIRONMENT

Residential Recreational Responsible

Chair
Ron Troy
Supervisors
Edward Kranick
Christie Dionisopoulos
Billy Cooley
Steve Michels
Clerk/Treasurer
Dan Green

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING TUESDAY, DECEMBER 22, 2020 – 9:00 A.M. DELAFIELD TOWN HALL – W302 N1254 MAPLE AVENUE, DELAFIELD, WI

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Citizen Comments – During the Public Comment period of the agenda, the Town Board welcomes comment on any matter not on the agenda. Please be advised that pursuant to State law, the Board cannot engage in a discussion with you but may ask questions. The Board may decide to place the issue on a future agenda for discussion and possible action. Each person wishing to address the Board will have up to three (3) minutes to speak. Speakers are asked to submit to the Town Clerk, a card providing their name, address, and topic for discussion.

The Board will also take comment from the public on agenda items as called by the Chair, but not during the Public Comment. Public comment on specific agenda items are limited to Town of Delafield Residents only and individuals will have up to three (3) minutes to speak. Please note that once the Board begins its discussion of an agenda item, no further comment will be allowed from the public on that issue.
4. Approval of Minutes:
 - A. December 8, 2020 Town Board Minutes
5. Action on vouchers submitted for payment:
 - A. Report on budget sub-accounts and action to amend 2020 budget
 - B. 1) Accounts payable; 2) Payroll
6. Communications (*for discussion and possible action*)
 - A. Mixed Use Ordinance General Update (Discussion Only)
7. Unfinished Business - None
8. New Business
 - A. Discussion and possible action on a Municipal Engineering and Planning, and Information Technology services contract to R.A. Smith, Inc. through December 31, 2021.
9. Announcements and Planning items
 - A. Town Hall Closed – December 24, 25 & 31, 2020 and January 1, 2021 (Christmas & New Years)
 - B. Thomas Property Information Online meeting – Wednesday, January 6, 2021 @ 6:30 PM
 - C. Town Board – Tuesday, January 12, 2020 @ 6:30 PM
 - D. Plan Commission – Tuesday, January 19, 2020 @ 6:30 PM
 - E. Town Board – Tuesday, January 26, 2020 @ 6:30 PM
10. Adjournment



Dan Green
Town of Delafield Clerk/Treasurer

PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Town Clerk Dan Green (262) 646-2398.

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
DECEMBER 8, 2020 @ 5:30 PM
IMMEDIATELY FOLLOWING THE BOARD OF ELECTORS MEETING**

Members Present: Chairman Troy, Supervisor Kranick, Supervisor Cooley, Supervisor Michels and Supervisor Dionisopoulos. Also present was Administrator/Clerk/Treasurer Dan Green and Engineer Tim Barbeau.

First order of business: Call to Order
Supervisor Troy called the meeting to order at 6:47 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments:

Supervisor Kranick recognized former Town Chairman Bob Audley who passed away on November 24, 2020. He served the community for over 40 years and Mr. Kranick wanted to pay respects to the late chairman.

Fourth order of business:
A. Approval of November 18, 2020 Town Board Minutes

Motion made by Supervisor Dionisopoulos to approve the minutes from November 18, 2020 as presented. Supervisor Cooley seconded. Motion carried 5-0.

Fifth order of Business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2020 budget
B. 1) Accounts payable; 2) Payroll

Motion by Supervisor Cooley to approve payment of checks #64190-64191 and #64194-64218 in the amount of \$45,771.56, and the payrolls dated November 27, 2020 in the amount of \$25,098.72 and December 11, 2020 in the amount of \$59,915.83. Seconded by Supervisor Dionisopoulos. Motion carried 5-0.

Sixth order of Business: Communications (for discussion and possible action)

A. Mixed Use Ordinance General Update (Discussion Only)

Chairman Troy reviewed the tentative schedule of events for the Thomas property which includes:

1. Neighborhood information meeting (online) on Wednesday January 6, 2021 @6:30 PM
2. Plan Commission on January 19, 2021 to review the initial ordinance (discussion only)
3. Public hearing on February 2, 2021 with discussion and possible action
4. Town Board meeting on February 9, 2021 for discussion and possible action to recommend to Waukesha County

Seventh order of Business: Unfinished Business - None

Eighth order of Business: New Business

- A. Discussion and possible action on the recommendation from the Plan Commission to approve a Conditional Use Permit for Prairie Hill Waldorf School to allow for the construction of four outdoor classrooms on their property and approval of the site plan.

Engineer Barbeau gave an overview of the site plan and the use of the property. He explained the outdoor classrooms would be permanent structures and would have to meet the Town building codes and any State requirements. He explained the Plan Commission reviewed this item in great detail. The proposed use would be an amendment to the existing conditional use on file. He also explained the Plan Commission allowed up to five structures on the property and gave a unanimous recommendation.

Chairman Troy explained there was a condition that there be no structures built in the areas potentially impacted by a dam failure, based on the preliminary study brought forward by Waukesha County. Supervisor Cooley added that the plans showing the structural polls only going down 1 meter, which he suggested they go down 1.2 meters to get beneath frost levels.

Motion by Supervisor Kranick to approve the Plan Commissions recommendation of a Conditional Use Permit for Prairie Hill Waldorf School to allow for the construction of five outdoor classrooms and approval of the site plan with amendments to the location of the structure to the east being moved to the west, behind the chicken coop and avoiding dam flood plain. Seconded by Supervisor Michels. Motion passed 5-0.

- B. Discussion and possible action on the recommendation from the Plan Commission to approve a Certified Survey Map for Frank Romaine for the reconfiguration of three parcels of land located at W287 N3183, W287 N3173 and N31 W28759 Lakewood Lane.

No action

- C. Discussion and possible action on the approval of Resolution 20-641, A Resolution approving the 2021 Lake Country Municipal Court Budget.

Motion by Supervisor Kranick to approve Resolution 20-641, a Resolution approving the 2021 Lake Country Municipal Court Budget. Seconded by Supervisor Dionisopoulos. Motion passed 5-0.

Ninth order of Business: Announcements and Planning items

- A. Town Board – Tuesday, December 22, 2020 @ 6:30 PM (**changed to 9:00 AM**).
- B. Town Hall Closed – December 24, 25 & 31, 2020 and January 1, 2021 (Christmas & New Years)
- C. Plan Commission – Tuesday, January 5, 2021 @ 6:30 PM (**changed to Tuesday, January 19**).

Tenth order of Business: Adjournment

Motion by Supervisor Kranick to adjourn the December 8, 2020 Town Board meeting at 6:58 p.m. Seconded by Supervisor Cooley. Motion carried 5-0.

Respectfully submitted:

Dan Green, CMC/WCMC
Administrator - Town Clerk/Treasurer

AGREEMENT

between

Town of Delafield - Municipality

and

R.A. Smith, Inc. - Engineer

for

**Municipal Engineering and Planning
and
Information Technology (IT) Services**

2021

PROFESSIONAL ENGINEERING/PLANNING AGREEMENT

This AGREEMENT, upon execution by and between the TOWN OF DELAFIELD and R.A. SMITH , INC. hereinafter referred to as the ENGINEER/PLANNER, provides PROFESSIONAL CIVIL ENGINEERING, PLANNING, SURVEYING, AND IT SERVICES for the purpose of serving in the capacity as the TOWN ENGINEER/PLANNER as directed by the TOWN OF DELAFIELD.

The terms of this AGREEMENT shall basically cover providing services by the TOWN ENGINEER/PLANNER that are requested by the TOWN OF DELAFIELD. The intent and purpose of this AGREEMENT are to achieve a mutual understanding of the responsibilities and the form of compensation to provide these services on an ongoing basis. It is hoped by execution of this document by both parties that the relationship and services provided by the ENGINEER/PLANNER to the TOWN OF DELAFIELD are lasting, during both this present as well as future administrations.

SECTION 1 - GENERAL

- A. On December 16, 2020, a draft professional engineering/planning agreement was forwarded to the Town for approval and on December 22, 2020, the agreement was approved by the Town Board.
- B. The ENGINEER/PLANNER shall perform and provide normal civil, municipal engineering and planning services as herein stated, as well as IT services for the Clerk.

SECTION 2 - PRINCIPAL CONTACTS

The TOWN OF DELAFIELD and ENGINEER/PLANNER understand the following individuals are considered the contact priorities for all direction, requests, and services:

A. TOWN OF DELAFIELD

- 1. Primary Contact:
 - Town Board Chair
 - Town Board of Supervisors
 - Town Plan Commission Chair
 - Town Clerk
 - Highway Superintendent
 - W302 N1254 Maple Avenue
 - Delafield, WI 53018-2117
 - (262) 646-2398

B. ENGINEER/PLANNER

1. Primary Contact: Timothy G. Barbeau, P.E., R.L.S.
Project Manager
R.A. Smith, Inc.
16745 West Bluemound Road
Brookfield, WI 53005-5938
(262) 317-3307
2. Other Contacts: Chris Pinkowski
Director of IT Services
R.A. Smith, Inc.
16745 West Bluemound Road
Brookfield, WI 53005-5938
(262) 317-3343

SECTION 3 - DURATION OF APPOINTMENT AND ENGINEER/PLANNER'S SCOPE OF SERVICES

- A. The term of appointment of ENGINEER/PLANNER shall be for a period beginning January 1, 2021 through December 31, 2021.
- B. It is expressly understood by the Town that the Engineer/Planner shall perform normal municipal engineering and services to developers in the Town as needed to assure compliance with Town Codes. Developers are defined as any person or company that brings the following (or anything similar) to the Town for action: Subdivision Plats and Plans, Certified Survey Maps, Planned Unit Developments, Conditional Uses, Zoning changes, home occupations and building grades. All plan review, project coordination, public hearings, and construction observation services associated with a specific development or proposal before the Plan Commission or Town Board shall be billed to the Town on a separate invoice. These services and compensation thereof are considered under the "reimbursable" portion of the Town budget for engineering/planning services and are assumed to be billed to developers for reimbursement.
- C. The ENGINEER/PLANNER shall provide the following professional services for the duration of the Agreement. By execution of this agreement, the Town Board authorizes the services under this section to be provided as stated without specific approval of each task as it is performed. These services and the associated compensation are subject to change based on the scope of services requested by the Town Board.

1. 2021 Municipal Engineering services. (Budget No. 10-56300-299)
 - a. General consulting as directed on an as-needed basis including holding regularly scheduled office hours at the Town Hall a minimum of two partial days per week.
 - b. Respond to questions and requests received during in-person meetings, telephone calls and e-mails from citizens', real estate agents', surveyors' and engineers' questions and provide information to them as they request, unless it meets the terms of Section 3B above.
 - c. Prepare resolutions and ordinances as directed by the Town Board or Plan Commission.
 - d. Prepare an engineering report and recommendation for matters that are sent to the engineer for follow up.¹
 - e. Coordinate matters and questions raised by the primary contacts as defined in Section 2.A.1. and Town Attorney.¹
 - f. Attend one Town Board meeting per month.
 - g. Attend meetings associated with the NR216 requirements and provide reports as necessary at the Town Board meeting.
 - h. Update maps in the Town as needed.
2. 2021 Plan Commission services. (Budget No. 10-56300-218)
 - a. Prepare agenda and supplemental information packets for business meeting of the Plan Commission.
 - b. Attend one business meeting and occasional workshop meetings as scheduled.
 - c. Prepare a report for the annual Town meeting.
 - d. Prepare for presentation of information at the meetings.
 - e. Review correspondence and documents forwarded to the Town by various agencies and report to the Plan Commission on them.
3. 2021 Road Improvement Program. (Budget No. 10-56300-216)
 - a. Prepare the necessary specifications and bid documents for the annual road-paving program. Provide services associated with bidding, including bid opening, bid review and contract execution. Provide overall project coordination with the contractor. Provide full time, on-site observation during construction up to a maximum of 80 hours.
 - b. Update the pavement management system for the Town.
4. 2021 Reimbursable Services. (Budget No. 10-56300-215)
 - a. Provide plan review, construction coordination, construction inspection, consultation, attendance at hearings and any other service to developers and petitioners in the Town to assure compliance with Town codes.
5. 2021 Building Grades. (Budget No. 10-56300-298)
 - a. Review and set an elevation on each home or building constructed in the Town.

¹ Note: Since the Engineer cannot predict what matters will come before the Town Board or Plan Commission, we can only provide an estimate for some anticipated requests that were made a part of the budget proposal.

6. NR 216 Permit Compliance (Budget No. 10-56300-253)
 - a. Attend meetings and perform follow-up tasks associated with the issuance and compliance of the WDNR WPDES permit.
 7. Zoning Code Revisions (Budget No. 10-56300-300)
 - a. Provide zoning code revision services as requested by the Plan Commission.
 8. Zoning Code Enforcement (Budget No. 10-56300-301)
 - a. Provide Zoning Code enforcement services and complaint follow-up as requested by the Plan Commission that is not in conflict with the duties of the Zoning Administrator.
 9. Town GIS Development (Budget No. 10-56300-331)
 - a. Maintain a Town GIS based map viewer application for the staff and public. Layers to include zoning districts, sign inventory, pavement ratings, storm water data, garbage route days and voting wards. Includes payment to ESRI for annual subscription of GIS maps and data.
 10. IT Services. (Budget No. 10-51600-216)
 - a. Provide IT Services as requested by the Town Clerk on an as needed basis.
- D. Specific Services Not Included in the Fee Estimate
1. Meetings outside of those stated above.
 2. Work associated with the preparation of a Comprehensive Land Use Plan and major overhauls to the zoning and/or subdivision code.
 3. Grant applications.
 4. Surveying services, unless specified above.

SECTION 4 - COMPENSATION

- A. In consideration for services outlined in Section 3, the ENGINEER/PLANNER shall be compensated as follows:
1. On an hourly-rate basis in accordance with the Professional Fees Rate Schedule shown in Exhibit A. The rate for Tim Barbeau shall be \$154/hour.
 2. All reimbursable services, as defined above, provided by the ENGINEER/PLANNER, shall to the full extent practical, be billed to the person(s) and/or entity(ies) responsible for incurring the provision of said services. The Town shall be responsible for all billing and collection services related hereto. In addition to the applicable hourly rates, all expenses, including but not limited to postage, copies, phone, photographs, mileage, etc. shall be billed.

3. The ENGINEER has submitted a budget for services and the Town has adopted a budget for engineering services as shown in Exhibit B. The ENGINEER shall meet the budget unless requests for services exceed anticipated time allotted for services.
 4. The ENGINEER/PLANNER and the Town may negotiate separate contractual arrangements for the provision of services beyond those services identified above as described in Section 6 of this agreement.
- B. Mileage shall be invoiced at the current federal reimbursement rate in effect at the time mileage is incurred; the anticipated rate is 57.5 cents per mile for a regular automobile.
 - C. The ENGINEER/PLANNER shall submit invoicing on a monthly basis, itemizing categories of personnel and hours. The invoices shall be forwarded to the Town by the end of the month following the month in which the work took place.
 - D. The TOWN OF DELAFIELD shall make payment within 45 days of receipt of invoice and interest of 1 percent per month shall accrue on unpaid balances.
 - E. The TOWN OF DELAFIELD shall provide R.A. SMITH, INC. with a clear, written statement within thirty (30) days of the date of invoice of any objections to the invoice or any portion or element thereof. Failure to provide such written statement shall constitute acceptance of the invoice as submitted.

SECTION 5 - RESPONSIBILITIES AND MUTUAL COVENANTS

- A. Services shall be requested by the TOWN OF DELAFIELD through the following methods:
 1. Execution of this agreement shall be sufficient direction by the Town Board to provide the services identified in Section 3 of this agreement. Requests beyond those identified in the Contracted Services, Reimbursable Services or Special Projects, or which in the opinion of the ENGINEER/PLANNER falls outside the scope of services identified in Section 3 shall be brought before the Town Board for specific direction and approval (for compensation).
- B. The ENGINEER/PLANNER certifies that insurance is in force and shall be maintained throughout the term of this AGREEMENT for Worker's Compensation Act and from all claims for bodily injury or property damage which may arise from the negligent performance by the ENGINEER/PLANNER and for errors and omissions. The ENGINEER/PLANNER shall provide a certificate of insurance for General Liability and Errors and Omissions to the Town of Delafield as shown on Exhibit C. The ENGINEER/PLANNER shall submit a copy of the certificate of insurance within 30 days after the policy is renewed (renewal date is July 1 of each year).
- C. Either party may terminate this AGREEMENT, in whole or in part, in writing, if the other party substantially fails to fulfill its obligations under this AGREEMENT through no fault of the terminating party. However, no such termination may be effected unless the other party is given: (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party before termination.
- D. Any changes in personnel listed under the Primary Contacts by the ENGINEER/PLANNER under Section 2.B.1. in this AGREEMENT shall be subject to approval of the Town Board.

- E. If the TOWN OF DELAFIELD terminated for default, an equitable adjustment in the price provided for in this AGREEMENT shall be made, but no amount shall be allowed for anticipated profit on unperformed services or other work. If the ENGINEER/PLANNER terminates for TOWN OF DELAFIELD default, or if the TOWN OF DELAFIELD terminates for convenience, the equitable adjustment shall include a reasonable profit for services or other work performed. The equitable adjustment for any termination shall provide for payment to the ENGINEER/PLANNER for services rendered and expenses incurred up to the termination, in addition to termination settlement costs the ENGINEER/PLANNER reasonably incurs relating to commitments which had become firm before the termination.
- F. In the event it is desired to terminate this AGREEMENT as a result of lack of performance or negligence, the TOWN OF DELAFIELD shall call an Executive Session if allowed by law of the Town Board to discuss any problems with the ENGINEER/PLANNER prior to termination.
- G. Upon termination, the TOWN OF DELAFIELD may take over the work and prosecute the same to completion by agreement with another party or otherwise. Any work the TOWN OF DELAFIELD takes over for completion will be completed at the TOWN OF DELAFIELD's risk, and the TOWN OF DELAFIELD will hold harmless the ENGINEER/PLANNER from all claims and damages arising out of improper use of the ENGINEER/PLANNER's work.
- H. The ENGINEER/PLANNER shall maintain and make available to the TOWN OF DELAFIELD the records under this AGREEMENT for a period of at least three (3) years from date services were provided, and shall not destroy any records thereafter without prior notice to and approval of the TOWN OF DELAFIELD.
- I. All work product, whether in hard copy or computer form, pertaining to the services defined by this Agreement developed by R.A. SMITH, INC., shall become the property of the TOWN OF DELAFIELD. However, the ENGINEER/PLANNER shall have the right to retain copies of all work product and documentation provided to the TOWN OF DELAFIELD. TOWN OF DELAFIELD shall, at the ENGINEER/PLANNER's expense, provide ENGINEER/PLANNER with copies of all information requested.

R.A. SMITH, INC. reserves the right to use said documentation and information for any purpose related or non-related to said project, including marketing, promotion, and future business.

SECTION 6 - ADDITIONAL SERVICES

The ENGINEER/PLANNER will perform the following additional services for the TOWN OF DELAFIELD on an hourly rate basis and pursuant to prior authorization of the TOWN BOARD. These services are outside of the scope of services outlined in Section 3.

- 1. Engineering, planning, and/or surveying on any special Town project including, but not limited to: feasibility studies, preliminary reports, design, preparation of plans and specifications, bidding and construction management, supervision, staking, and on-site construction observation services. Projects may include, but are not limited to: water mains, water supply, water storage, sanitary collection, treatment, discharge, drainage, storm sewers, highway, grading, parking, and/or municipal projects, or property surveys.
- 2. Performing construction observation services as required to assure conformance with Town standards for special Town projects.

3. Undertaking special studies; interpreting, researching, and rewriting ordinances, policies, and/or standards for the TOWN OF DELAFIELD.
4. Assisting in the planning, implementation, and undertaking of engineering design, plans and specifications, and construction services associated with formation of a Tax Incremental Financial district.
5. Representing the TOWN OF DELAFIELD at any seminars, meetings, hearings, court appearances, or any other functions that attendance by the ENGINEER/PLANNER is directed by the TOWN OF DELAFIELD.
6. Reviewing property, right-of-way, and government monument surveys.
7. Reviewing wetland, flood plain (hydrologic and hydraulic), and environmental corridor studies and reports.
8. Reviewing Environmental Site Assessments.
9. Reviewing feasibility or cost evaluation reports, design, studies, etc.
10. Reviewing solid waste or landfill studies.
11. Preparing and/or reviewing State and/or Federal grant, aid, assistance, or funding applications for Town projects.
12. Assisting in selection and/or supervision of any subconsultant services including, but not limited to:
 - a. Soil testing.
 - b. Architectural; electrical; and/or heating, ventilating, and air-conditioning services.
 - c. Structural services associated with buildings, or other specialized structural services not within the scope of work provided by the ENGINEER/PLANNER.
 - d. Appraisals.
 - e. Ground water studies and/or testing.
 - f. Specialized legal services.
13. Preparing newsletters associated with engineering projects or conducting informational meetings and/or public hearings.
14. Reviewing legal testimony.

SECTION 7 - SUCCESSORS AND ASSIGNS

The TOWN OF DELAFIELD and ENGINEER/PLANNER each binds themselves and their partners, successors, executors, administrators and assigns to the other party of this AGREEMENT and to the partners, successors, executors, administrators, and assigns of such other party, in respect of all covenants of this AGREEMENT; except as above, neither TOWN OF DELAFIELD nor ENGINEER/PLANNER shall assign, sublet, or transfer his interest in this AGREEMENT without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body

which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the TOWN OF DELAFIELD and ENGINEER/PLANNER.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed on their behalf respectively by their proper officers or officials thereunto duly authorized by their respective governing bodies.

The Town Board of the Town of Delafield on December 22, 2020, did approve the services provided for under this AGREEMENT and accordingly authorized execution as follows:

ENGINEER/PLANNER

MUNICIPALITY

R.A. SMITH, INC.

TOWN OF DELAFIELD

Richard A. Smith, Jr., P.E.
President

Ronald A. Troy
Town Chairman

WITNESS:

WITNESS:

Timothy G. Barbeau, P.E., P.L.S.
Senior Project Manager

Dan Green
Town Clerk

Date

Date

EXHIBIT A

Professional Fees Rate Schedule

**TOWN OF DELAFIELD
PROFESSIONAL FEES RATE SCHEDULE
2021**

ENGINEERING SERVICES

PER HOUR

Senior Project Manager	\$172
Project Manager (Tim Barbeau @\$154/hour)	\$156
Senior Project Engineer	\$156
Project Engineer	\$149
Civil Engineer	\$105 - \$129
Engineering Technician.....	\$ 76 - \$135
Landscape Architect	\$144 - \$168
Landscape Technician	\$118
Ecologist.....	\$119 - \$144

SURVEYING SERVICES

Survey Director	\$165
Project Manager	\$141
2-Member Field Crew GPS/Robotics.....	\$210
Field Person GPS/Robotics	\$144
Project Surveyor	\$119
Survey Technician.....	\$ 86 - \$116

CONSTRUCTION SERVICES

Construction Services Manager.....	\$170
Construction Technician.....	\$ 91 - \$118

GIS & VISUALIZATION SERVICES

GIS Project Manager	\$160
GIS Technician.....	\$ 86 - \$125

IT & ADMINISTRATIVE SERVICES

Computer Services	\$183
Grants Specialist.....	\$125
Project Technician.....	\$ 85
Litigation/Expert Witness.....	\$278 - \$302

EXHIBIT B

Estimated Allocation of Time

ENGINEERING/PLANNING SERVICES			
Budget No.	Description	Budget	Estimated Allocation of Time
10-56300-215	Reimbursable Services	\$20,000	As needed
10-56300-216	Road Improvement Program	\$36,000	250 hours
10-56300-218	Plan Commission	\$14,300	8 hours/month
10-56300-298	Building Grades	\$1,200	As needed
10-56300-299	Municipal Engineering Services	\$65,000	36 hours/month
10-56300-253	NR 216 Permit Compliance	\$10,000	As needed
10-56300-300	Zoning Code Revisions	\$2,000	As needed
10-56300-301	Zoning Code Enforcement	\$500	As needed
10-56300-331	Town GIS Development	\$2,000	12 hours
10-56300-330	Mileage Reimbursement	\$2,500	

IT SERVICES			
Budget No.	Description	Budget	Estimated Allocation of Time
10-51600-216	IT Services	\$3,500	As needed

EXHIBIT C

Certificate of Insurance General Liability and Professional Liability (Errors and Omissions)

(currently on file – update will be provided when policy is renewed in July, 2021)