



MEETING	DATE	TIME	LOCATION
Town Board Agenda Special Meeting	Tuesday, June 28, 2022	Immediately following Special Sanitary District meeting	Virtual Meeting and Board Room 1900 W. Grand Chute Blvd.

****VIRTUAL MEETING PARTICIPATION OPTIONS****

Note: Stay connected from Sanitary District Meeting for the Town Board Meeting

Web Access:

<https://grandchute.my.webex.com/grandchute.my/j.php?MTID=ma00f1d95576889fa02fc616d0358ea69>

Access Code: 126 909 3174

Meeting Password: 1900

Telephone Access:

Dial: (408) 418-9388

Access Code: 126 909 3174

Meeting Password: 1900

A. CALL TO ORDER/ROLL CALL

B. NEW BUSINESS

1. Discussion/action on November referendum for police and/or road funding
2. Discussion/action on Letter of Agreement between the Town of Grand Chute and Mueller Communications LLC

C. ADJOURNMENT

Public Notice: Agendas are posted in the following locations: Town Hall bulletin boards & Town website www.grandchute.net 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at (920-832-5644) with at least 24-hour notice.

Notice of Possible Quorum: A quorum of the Sanitary Districts, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Community Development Authority, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Sanitary Districts, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission will be taken at this meeting.



Mueller Communications

PUBLIC AFFAIRS • PUBLIC RELATIONS • CORPORATE & CRISIS COMMUNICATIONS

June 3, 2022

Jim March
Town Administrator
Town of Grand Chute
1900 W. Grand Chute Blvd.
Grand Chute, WI 54913-9613

Re: Letter of Agreement

Dear Jim:

This correspondence serves as the Letter of Agreement between the Town of Grand Chute (Grand Chute) and Mueller Communications LLC (Mueller Communications). It outlines the nature and terms of the working relationship between our organizations.

In anticipation of a November 2022 referendum, Mueller Communications will create and execute a public information and education effort, the details of which are outlined in the May 26, 2022 proposal.

Fees for these services will be billed on an hourly, “pay-as-you-go” basis, according to the proposal mentioned above, which will not be exceeded without prior approval. If additional services are requested, we will work with you to develop a new agreement or project budget for that work. Unless specified otherwise by the client, Mueller Communications strives to have all work performed by the least costly, most qualified person on our staff to deliver the best and most comprehensive results for our clients.

In addition to professional fees, Mueller Communications charges an administrative service & technology fee of seven and a half percent (7.5%) of the monthly professional fees to cover internal expenses incurred on client’s behalf. A copy of Mueller Communications’ Standard Expense Reimbursement Policy has been enclosed for your review.

Mueller Communications posts invoices, which are payable upon receipt, at the end of each month for services performed that month. Each invoice includes a separate breakdown of out-of-pocket expenses and a monthly summary of activities performed.

Town of Grand Chute/ Letter of Agreement

June 3, 2022

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Also, please understand and agree that Mueller Communications cannot undertake to verify all the information supplied to us by you and your employees. Therefore, we ask you to agree to indemnify and hold harmless Mueller Communications and its officers and employees from and against any demands, claims, or liability actually incurred or suffered by us directly relating to or arising out of the inaccuracy of the information provided to us by you hereunder and all reasonable cost and expenses incurred by us in connection therewith, including without limitation, reasonable attorneys' fees and cost of litigation.

This indemnification obligation shall not apply to demands, claims or liabilities relating to or arising out of our negligence or misconduct. Likewise, we will indemnify and hold you and your employees harmless from and against any demands, claims and losses or liabilities actually incurred or suffered by you in connection with the services rendered by us, except for demands, claims and losses or liabilities relating to or arising out of your negligence or misconduct. The provisions of this paragraph shall survive the expiration or termination of this Letter of Agreement.

Please sign a copy of this letter of agreement and email it back to me. Upon receipt, I'll return a countersigned copy of the agreement for your files.

Mueller Communications works diligently to ensure open lines of communication on all aspects of the working relationship with clients. Please feel free to contact me personally if you have any questions or need additional information on any portion of this letter or any other matter. We look forward to working with you.

Sincerely,

JAMES MADLON
CEO
Mueller Communications, LLC

Accepted by:

JIM MARCH
TOWN ADMINISTRATOR
Town of Grand Chute



Mueller Communications

PUBLIC AFFAIRS • PUBLIC RELATIONS • CORPORATE & CRISIS COMMUNICATIONS

STANDARD EXPENSE REIMBURSEMENT POLICY

In order to provide the high-quality services our clients have come to expect, Mueller Communications LLC (Mueller Communications) incurs reimbursable expenses on behalf of its clients. We have prepared this policy statement to ensure a full understanding of how these charges are handled and to provide clients with more information on our policy. Our main objective is to develop a relationship with clients based on mutual trust. To further that goal, Mueller Communications expends funds on a client's behalf with exactly the same care and concern we have for personal monies.

Mueller Communications charges an administrative service & technology fee of seven point five percent (7.5%) of the monthly professional fees to cover internal expenses incurred on client's behalf. Included in this fee is access to our full suite of media database and monitoring services, basic administrative support, in-county travel, routine printing, telecom and technology services.

Any extraordinary expenses will be billed separately. All third-party vendors used are reputable and continually monitored for quality and competitiveness. All charges paid by Mueller Communications on behalf of the client will have 17.65 percent (17.65%) added to cover the cost of the oversight and administration. Typical services provided by third-party vendors include, but are not limited to, costs for direct mail / email services, social media advertising charges, as well as working meals and out-of-county travel.

We encourage clients to discuss any questions or comments they may have concerning this policy with us at any time.



Mueller Communications

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AGENCY FEE STRUCTURE

Fees for Mueller Communications, LLC (Mueller Communications) services are normally billed on a monthly basis. Crisis rates are charged when we are engaged to go to work immediately to address a crisis situation that requires us to take extraordinary measures.

Our hourly rates at Mueller Communications are as follows:

Title	Standard	Crisis
Founder / Chairman	\$450	\$675.00
CEO	\$260	\$390.00
Vice President	\$235	\$352.50
Senior Director	\$225	\$337.50
Director	\$215	\$322.50
Senior Manager	\$195	\$292.50
Manager	\$170	\$255.00
Senior Associate 2	\$145	\$217.50
Senior Associate 1	\$125	\$187.50
Associate 2	\$100	\$150.00
Associate 1	\$80	\$120.00
Intern	\$70	\$105.00
Admin	\$60	\$90.00

Mueller Communications periodically adjusts its rate schedule, generally in January of each year.