

**City of Whitewater**  
**Parks and Recreation Board Agenda**  
**Monday, November 7, 2011 - 5:00pm**  
Whitewater Municipal Building Community Room  
312 W. Whitewater St. Whitewater, WI 53190

**Call to Order and Roll Call**

**Consent Agenda:**

CA-A	Approval of Parks and Recreation Board minutes of October 3, 2011 and October 10, 2011
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**Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

**Staff Reports:**

Parks & Recreation Director	WPRA Annual Conference; Effigy Mounds Preserve
Recreation & Community Events Programmer	Freeze Fest, Ceramics
Senior Coordinator	One Stop Shop

**Considerations:**

C-1	Discussion and direction regarding development of facility user surcharge fee that would be applied to all facility users
C-2	Approval of revisions to Recreation Program Fee Policy
C-3	Discussion regarding Senior Newsletter and proposal from Liturgical Publications
C-4	Conversion of Starin Community Building Restroom to Storage Area
C-5	Request for future agenda items
C-6	Adjourn

# Memo

**To:** Parks and Recreation Board  
**From:** Matt Amundson, Parks and Recreation Director  
**Date:** October 31, 2011  
**Re:** Parks & Recreation Board Meeting: November 7, 2011

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## **C- 1 Discussion and direction regarding development of facility user surcharge fee that would be applied to all facility users**

I have included in the support packet an updated chart showing four options:

- Have all groups pay a \$15 per use fee
- Have all groups pay a \$25 per use fee
- Have all groups currently receiving free use of the buildings pay a \$15 fee per hour
- Have all groups currently receiving free use of the buildings pay a \$25 fee per hour

I have also included in the support packet a draft budget showing a known and consistent \$4,000 in annual expenses. The revolving fund would carry balances forward that could be used for other items in the future. This fund will also need to support the purchase of new picnic tables and shelter repair.

I have also invited our heavy user groups that this will affect to Monday's meeting.

## **C-2 Approval of revisions to Recreation Program Fee Policy**

I have included a copy of this policy with changes in red due to changes discussed at the last meeting. I would like the board to discuss these changes and identify any additional changes that should be applied to this policy.

## **C-3 Discussion regarding Senior Newsletter and proposal from Liturgical Publications**

Deb Weberpal has been working with Liturgical Publications on the outsourcing of the Senior Newsletter and would like to discuss this option with the Board. I have included the proposal they have provided.

## **C-4 Conversion of Starin Community Building Restroom to Storage Area**

Deb Weberpal has requested that we convert a bathroom in the interior of the building into a storage closet. The maintenance staff is able to do this work; however, we want the Parks and Recreation Board to discuss this change to the facility.

Your consideration of these matters is greatly appreciated.

Thanks!  
Matt Amundson,  
Parks & Recreation Director

**City of Whitewater**  
**Parks and Recreation Board**  
**Monday, October 3, 2011 - 5:00pm**  
Cravath Lakefront Room - 2nd Floor, City Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190

**DRAFT MINUTES**

**Call to Order and Roll Call**

Javonni Butler, Brandon Knedler, Jen Kaina, Kim Gosh, Bruce Parker, Nathan Jaeger, and Ken Kidd

Absent: Rick Daniels

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal

Guests: Richard Helmick

**Consent Agenda: Approval of Parks and Recreation Board minutes of September 12, 2011 and expedited approval of the following items, per staff recommendation: refund request to Georgann Mortensen for recreation program**

Butler moved to accept the consent agenda. Second by Jaeger. Ayes: Knedler, Jaeger, Kidd, Gosh, Parker, and Butler. Noes: None. Abstain: None. Absent: Kaina, Daniels. Motion passed.

**Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

Richard Ehrenberg would like to do volunteer work at Effigy Mounds and would like a liability release. The Landmarks Commission received an attachment on the previous minutes about Parks and Recreation management and control of the Effigy Mounds. This came from Council in closed session. Amundson commented Park Board has not seen this.

**Staff Reports:**

Parks & Recreation Director:

- Youth Football Day at the Perk – September 24, 4 tackle. 4 youth flag games, and Punt, Pass and Kick with 60 participants. Grateful to UW-Whitewater for allowing use of field.
- Facility Maintenance Work Order System – All city staff can now make requests. Gives updates for the project to the individual who requested, who is working on it, when project is scheduled and when project is closed. Will assist in budgeting for staff time and see recurring issues.
- Pepsi Refresh-selected as a finalist! Must be verified and then will receive funds.

(Jen Kaina arrived 5:12)

Recreation & Community Events Programmer:

- Pork in the Park- Great weather, lots of volunteers, 5k went very well. Ran out of pork. Time may be tweaked in the future. The fence was expanded so majority of park was covered where could have beer. ID checkers wristbands and double check of IDs, paid Police to be there at what they thought would be busy time.

Senior Coordinator

- Wisconsin Association of Senior Centers (WASC) Conference- Weberpal chaired the conference. It went well. There were two tracks administrative and programming.
- Global Gala-Reminder the global Gala will be Thursday October 13 at 6:00 for desserts and entertainment by the UWW International Student Association at 7:00 pm.

#### **Discussion and possible direction related to the Alpha Cast Site**

Amundson referred to memo. CDA has requested park board to give input on the area for a park. Concern is neighbor's perspective on it being a park and wanting amenities. 2 acres north of Starin Road and 4 acres south of Starin Road. Southside meets 3 acre minimum for a neighborhood site. Neighbors are not interested in multi-unit housing. DPW is currently maintaining the site. The Fire Department is interested in the north parcel for training. Suggested that staff get more information on the site and discover if CDA is requesting payment for the parcel.

#### **Appointment of Parks and Recreation Board member to Plan Commission, Whitewater Aquatic Center Board, and Bicycle & Pedestrian Master Plan Steering Committee**

- Plan Commission Appointment: Bruce Parker
- Whitewater Aquatic Center Appointment: Amundson
- Bicycle & Pedestrian Master Plan Appointment: Ken Kidd
  - Project should wrap up by next September, should be 5-6 meetings.

Knedler moved to accept nominated appointments. Second by Butler. Ayes: Knedler, Jaeger, Kidd, Gosh, Parker, Kaina, and Butler. Noes: None. Abstain: None. Absent: Daniels. Motion passed.

#### **Direction related to implementation of non-resident recreation program fees**

Amundson referred to the packet and commented on the financial info for non-resident fees. GIS upload into Activenet will show where they live. Board discussed at length and will return to this subject in budget discussion.

#### **Approval of 2012 Parks & Recreation Budget**

Amundson referred to the packet and presented a PowerPoint of major points of the budget. Park Board suggested talking to the Whitewater Soccer Club about the formation of a similar agreement that was implemented with Youth Football. Non-resident fees outside of the school district should be implemented. Interested in definitely having a revolving fund for facilities.

#### **Request for future agenda items**

Field of Dreams / Urban Forestry

#### **Adjourn**

7:40 pm Motion by Kaina . Second by Butler. Affirmed by voice vote.

Respectfully submitted,



Debra Weberpal

**City of Whitewater**  
**Parks and Recreation Board**  
**Monday, October 10, 2011 - 5:00pm**  
Cravath Lakefront Room - 2nd Floor, City Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190

**DRAFT MINUTES**

**Call to Order and Roll Call**

Javonni Butler, Brandon Knedler, Jen Kaina, Kim Gosh, Bruce Parker, Nathan Jaeger, and Ken Kidd

Absent: Rick Daniels

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal

Guests: None

**Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

Amundson commented that Mike Kilar threw out the first pitch with Prince Fielder catching at Game 2 of NLCS. Brewer's sent out press releases announcing their donation of \$10,000 to the Field of Dreams.

**Approval of 2012 Parks and Recreation Budget**

Amundson referred to memo and commented that we are now under budget. He reviewed the goals and objectives for 2012 and the following adjustments to the budget.

(Kaina arrived 5:10)

The comment was made to add the Field of Dreams to the goals. Nass took Board comments to Jenka Blossoms who suggested other changes to keep the baskets but reduce annual plantings in the parks. Their line item was decreased by approximately \$3,000. Our share of Administrative Assistant Stanford was increased to 35% from 25%. Weberpal was adjusted to 35 hours per week. An increase in program fees of 5% and non resident fees were added.

Parker suggested eliminating baskets west of Franklin Street. The board discussed the non-resident fee at length.

(5:56 Parker left for Plan Board meeting)

Kidd moved to approve the budget as presented with a 10% fee increase and a 25% surcharge for those living outside of the Whitewater school district. Second by Knedler. Ayes: Kaina, Butler, Jaeger, Kidd, Gosh and Knedler. Noes: None. Abstain: None. Absent: Parker, Daniels.

**Facility User Surcharge**

The board discussed the memo and information presented. A low fee with a higher max cap may be more feasible. Possibly link to number of hours of use. Recommendation to Amundson to bring in information on usage and invite heavy user groups in to discuss the facility usage fee.

**Adjourn**

6:10 pm Motion by Kaina. Second by Butler. Affirmed by voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Debra Weberpal", is written over a light gray rectangular background.

Debra Weberpal

<b>Agency Facility Usage</b>	<b># of Rentals</b>	<b>Amount of Time (hrs)</b>
City of WW	66	311.75
UW-Whitewater (Pay 50%)	39	342.5
WWUSD	4	53
<b>Totals</b>	<b>107</b>	<b>695.25</b>

<b>Agency Facility Usage</b>	<b># of Rentals</b>	<b>Amount of Time (hrs)</b>	<b>Per Use \$15.00</b>	<b>Per Use \$25.00</b>	<b>Per Hour \$15.00</b>	<b>Per Hour \$25.00</b>
Traveling Basketball 2010-2011	113	169.5	\$1,695.00	\$2,825.00	\$2,542.50	\$4,237.50
Kettle Moraine Baptist Acad (Physical Ed.)	72	92.5	\$1,080.00	\$1,800.00	\$1,387.50	\$2,312.50
Kettle Moraine Baptist Acad (Basketball)	63	96.5	\$945.00	\$1,575.00	\$1,447.50	\$2,412.50
Youth Soccer Club	15	70.25	\$225.00	\$375.00	\$1,053.75	\$1,756.25
Girl Scouts	13	36.75	\$195.00	\$325.00	\$551.25	\$918.75
Historical Society	6	18.5	\$90.00	\$150.00	\$277.50	\$462.50
Downtown WW Inc.	3	15	\$45.00	\$75.00	\$225.00	\$375.00
Relay for Life	3	24	\$45.00	\$75.00	\$360.00	\$600.00
Historic Starin Park	2	10	\$30.00	\$50.00	\$150.00	\$250.00
Habitat for Humanity	2	12	\$30.00	\$50.00	\$180.00	\$300.00
WW League of Women Voters	2	8.5	\$30.00	\$50.00	\$127.50	\$212.50
Forward Whitewater	2	21	\$30.00	\$50.00	\$315.00	\$525.00
Boy Scouts	1	6.5	\$15.00	\$25.00	\$97.50	\$162.50
Jefferson County Health Dept.	1	3	\$15.00	\$25.00	\$45.00	\$75.00
Charity Event (Anette Wynn)	1	3	\$15.00	\$25.00	\$45.00	\$75.00
JEDI	1	4	\$15.00	\$25.00	\$60.00	\$100.00
Best Damn Bike Tour	1	17	\$15.00	\$25.00	\$255.00	\$425.00
Touched by a Paw	1	8	\$15.00	\$25.00	\$120.00	\$200.00
Special Olympics	1	1	\$15.00	\$25.00	\$15.00	\$25.00
Stone Mill Quilters	1	27	\$15.00	\$25.00	\$405.00	\$675.00
WW Chamber of Commerce	1	5	\$15.00	\$25.00	\$75.00	\$125.00
Walworth County Democrats	1	4	\$15.00	\$25.00	\$60.00	\$100.00
Lioness Club	1	20	\$15.00	\$25.00	\$300.00	\$500.00
American Dream Movement	1	3	\$15.00	\$25.00	\$45.00	\$75.00
Whitewater Fiber Guild	1	4	\$15.00	\$25.00	\$60.00	\$100.00
Get Your Guts in Gear Bike Ride	1	17	\$15.00	\$25.00	\$255.00	\$425.00
<b>Totals</b>	<b>310</b>	<b>697</b>	<b>\$4,650.00</b>	<b>\$7,750.00</b>	<b>\$10,455.00</b>	<b>\$17,425.00</b>
Private Rentals	70	318	\$1,050.00	\$1,750.00	\$4,770.00	\$7,950.00
UW-Whitewater Rentals	66	312	\$990.00	\$1,650.00	\$4,680.00	\$7,800.00
<b>Totals</b>	<b>446</b>	<b>1327</b>	<b>\$6,690.00</b>	<b>\$11,150.00</b>	<b>\$19,905.00</b>	<b>\$33,175.00</b>

**Unfunded Annual Facility Projects**

<b>Projects</b>	<b>Qty</b>	<b>Price</b>	<b>Total</b>
Armory Gym Floor			\$2,200.00
Chairs	20	\$25.00	\$500.00
Tables	10	\$45.00	\$450.00
Painting			\$850.00

**\$4,000.00**

<b>CITY OF WHITEWATER POLICY</b>		<b>TITLE: RECREATION PROGRAM FEE POLICY</b>
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: November 5, 2007	TEXT NAME: G:\Park & Rec\General Information\Policy\ Recreation Program Fee Policy

**I. Purpose**

It is the purpose of this policy to provide guidelines necessary to charge a reasonable fee to participants of recreation programs.

**II. Policy**

It is the policy of the City of Whitewater to open participation in Parks and Recreation Department sports and instructional programs to anyone and charge fees to participants of those programs to meet cost recovery guidelines outlined in this policy. The fees charged to participants of recreation programs shall be established by the Parks and Recreation Department to meet the guidelines provided in this policy.

**III. Definitions**

1. *Youth* – age 17 and under
2. *Adult* – age 18-54
3. *Senior/Older Adults* – age 55 and older
4. *Special needs* – individuals of all ages who require special accommodations due to physical and/or mental disabilities.
5. *Sports Team* – Compilation of individuals who participate as a group in a designated sport, i.e., basketball, soccer, baseball, flag football, etc.
6. *Administrative costs* – General cost of administering programs such as clerical staff, legal counsel, administrative overhead, payroll and finance functions, capital improvements, etc.
7. *Operating costs* – Costs directly related to the operation of a program. These costs include direct program staff, supplies and services.
8. *Resident* - Any person who lives within the limits of the Whitewater Unified School District.
9. *Non-resident* - Any person who lives outside of the limits of the Whitewater Unified School District.

**IV. Cost Recovery**

1. Youth instructional and sports programs, as a whole, shall recover **110%** of the operating costs of those programs.  
~~Exception: Any new or pilot program shall be required to recover 75% of the operating costs during the first two years of the program.~~
2. Adult instructional and sports programs, as a whole, will recover **110%** of the operating costs of those programs.
3. Senior programs, as a whole, shall recover **110%** of the operating costs of those programs.

4. Drop-In and Special Event programs, as a whole, shall recover 45-55% of the operating costs of those programs thru fees or sponsorships/donations.
5. Contractual program fees will be set-up to recover the administrative costs of the City and adequately reimburse the contractual provider.
6. Programs operated jointly with another municipal department will not charge a non-resident fee to participants from that community.

## V. Fees

1. User fees will be charged through team entry fees, individual fees, and/or user fees.
2. All youth and adult program participants requesting to register after the deadline will be accepted if available spots remain in the program and a late processing fee of \$10.00 is paid. Exception: All adult sports teams requesting to register after the deadline will be accepted if the team meets the league criteria and a late processing fee of \$25.00 is paid.
3. All program fees will be established based on the cost recovery guidelines and will be reported out to the Parks and Recreation Board on a quarterly basis.
4. Participants having financial difficulties may apply for fee assistance as outlined in the Recreation Sunshine Fund Program (Financial Assistance Program).
5. All fee adjustments noted in this policy will become effective for programs offered in the 2008 Winter/Spring Program Brochure.
6. All non-residents as defined in Article III will be charged an additional 25% fee on top of the resident rate of participating in a program.

## VI. Falsification of Information

The registrant will be removed from all registered programs and all fees will be forfeited if the registrant falsified information on a registration form.

## VII. Refunds

1. A full refund will be credited/issued to the participant for any program cancelled by the Parks and Recreation Department.
2. A full refund will be credited/issued to the participant if a program time, date, or location is changed by the Parks and Recreation Department and the participant is unable to attend because of the change.
3. A team fee will be refunded until the deadline for the team registration. After the deadline, the team fee will be refunded only if there is another team willing to fill that spot in the league. Refunds will not be granted for any reason after the playing schedules are created by the Parks and Recreation Department.
4. All refund requests not identified in Items 1-3, must be approved by the Parks and Recreation Board through a written request. The board will review the request at its next scheduled meeting after the department receives the refund request.
5. All refund requests, if applicable, will be credited to the family account in the registration software program. Requests for a cash refund will be subject to a \$10.00 processing fee for each participant and program.
6. Late fees paid by either teams or individuals will not be refunded.
7. Refunds of \$5.00 or less will not be processed, but will be credited to the family account.

## **VIII. Review of Policy**

1. This policy will be reviewed annually by the Parks and Recreation Board and any changes or revisions will be forwarded to the City Council for final review.

Newsletter Proposal for

**Senior in the Park  
Whitewater, Wi.**

Respectfully Submitted by

Jim Trudgeon  
Marketing Representative  
Liturgical Publications  
October 17, 2011

**Confidential and Proprietary**

The information in this proposal is considered confidential and is to be used and viewed only by  
Seniors in the Park

As a printing partner of Liturgical Publications, you can rely on Lpi's commitment to continually provide the highest quality products and services available to enhance all of your organization's communications. Following is a list of additional services you can come to expect from Lpi in our business relationship.

**I. Value Added Services**

- **Technical and Customer Service Support**-Our toll free number ensures you will have a highly competent extension to your staff during business hours to answer all of your questions. Our goal is to provide the highest quality customer support in the industry.
- **Newsletter Redesign**-Professional graphic designers will work with you to improve the way your newsletter looks inside and out to better reflect your organization's mission.
- **Training** - One of our experienced trainers will train your staff, just before your first publication. Our training staff is also available for future training that may be necessary due to a new editor.
- **Annual Hardbound Book**-Lpi professionally binds your archived collection of monthly newsletters after the end of each year so you can refer back to them time and again.
- **Resource Calendar**-Lpi's exclusive, annual calendar provides you with weekly colors, as well as Lpi print schedules to help in your planning and preparation.
- **Lpi Clip Art Collection**- We provide over 28,000 pieces of 1 color, 2 color and full color clip art images and borders that are available on line thru LPI's exclusive Art and Media Portal.
- **Bright Ideas Magazine**-Developed by professional graphic designers, **Bright Ideas** provides help for creating all of your organization's communications as well as providing **over 75** new clip art images, covers, and reflections every quarter.
- **Seek & Find** – Your newsletter is posted on line on LPI's Seek and Find site. Allows your members and supporters to subscribe to receive it via email where ever they may be. Go to [www.seekandfind.com](http://www.seekandfind.com)
- **LPI Family** – Free membership in buying group consisting of all the LPI newsletter and bulletin customers and advertisers. Provides for discounts on credit card processing, discounts on Staple office products plus much more. Go to [www.4Lpi.com/family](http://www.4Lpi.com/family).

II. Advertiser Services: LPi has a professional sales staff that is responsible for selling the ads and raising the necessary revenue to make the newsletter affordable. LPi does all the billing and collection of the revenues. In addition LPi provides the following services to the advertisers:

- Free Ad design service
- Proof of their ad prior to it starting in the newsletter
- Options of one-color, two-color, and full-color ads
- Free use of logos
- Free use of photographs
- Free use of borders
- No hidden charges
- Up to four free ad copy changes per year
- Flexible terms
- Toll free Customer Service support
- Automatic free membership in LPi Family buying group
- Free web page on LPi's exclusive Seek and Find

### **III. Newsletter Format and Details**

- Lpi will provide at no cost to the Center, an 11x17 monthly newsletter (12 issues per year) of up to 16 pages per issue. Two pages will be used for ads. The newsletter would come collated and the Center would have the flexible use of a perforation.
- Lpi will provide the flexible use of a full color cover 12 times per year plus 4 full color spreads ( one spread = 2 pages) throughout the inside. The remaining inside would be two (accent) color.
- Lpi will provide a print quantity of 750 per issue with the understanding that this can be adjusted during the term of the contract through mutual agreement.

#### **Term/Profit Sharing:**

- 5 year contract with annual option to cancel.
- Profit Sharing = 30% over \$12,000 of net receipts per year.

#### **Distribution:**

The cost of distribution of the newsletter to the Center's members and supporters including postage, are the responsibility of the Center. LPi will deliver the newsletters to the Center each issue at no cost to the Center.

Thank you for the opportunity to present this proposal for your consideration and for the opportunity to continue to serve the communication needs of Seniors in the Park..

Respectfully submitted,

Jim Trudgeon  
Marketing Representative  
Liturgical Publications Inc.



## Publishing Service Agreement

This agreement is made the 17th day of October, 2011 by and between Liturgical Publications, Inc. (LPi) and Seniors in the Park ("Customer"). In consideration for LPi providing a complete and continuous publication service, the Customer hereby assigns to LPi all of its rights to any advertising revenue from the publication and agrees to distribute the publication to its members. LPi reserves the rights to use alternative printing procedures, production methods, modify if 35 spaces of advertising sponsorship is not maintained at all times during the duration of this Agreement. The Customer agrees to supply LPi with a supporter/vendor list each year of this Agreement and make available a telephone and work spaces for the LPi representative during the annual advertising renewal week.

(See Attached Exhibit One)

The contents of this Agreement, including Exhibit One and any other revisions or exhibits attached hereto, if any, (collectively the "Agreement") constitutes the entire Agreement regarding the subject matter contained herein between LPi and the Customer. The parties understand and agree to be bound by its terms and conditions. It is not intended to supersede or modify other agreements relating to other subject matter. This Agreement shall bind the parties, their successors and assigns. LPi and the Customer agree that any date prior to the termination date of this Agreement, this Agreement may be extended on terms then mutually agreeable to both parties.

**Customer:**

Seniors in the Park  
504 W. Starin Rd.  
Whitewater, WI. 53190  
(262) 473-0535

**Liturgical Publications Inc.**

2875 S. James Dr.  
New Berlin, Wi. 53151  
(262) 785 – 1188  
1-800-876-4574

By: \_\_\_\_\_ Date \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Marketing Representative

\_\_\_\_\_  
Printed Name of Customer Representative

# Exhibit One

Exhibit One to the Publishing Service Agreement dated 17 day of October, 2011 for **Seniors in the Park**

This Agreement shall commence immediately and shall continue in effect for 5 consecutive Publication Years, with the first publication year to begin on the 1 day of May, 2012. ; provided, however, that in the event customer is party to a currently existing valid publishing service agreement with another publisher, LPi shall begin to provide services hereunder with respect to such earlier or later publication week as constitutes the first publication week after the expiration or other termination of Customer's current valid publishing service agreement. In the event Customer is a party to an existing valid publishing service agreement with another publisher, Customer shall immediately notify such publisher in writing of its intention not to renew the said agreement upon the expiration of the current term of such agreement.

LPi will provide a(n) 16 page 11 x 17 collated, perforated, two color inside, for 12 issues.  
Quantity is 750 copies per issue.

LPi will provide Offset full color covers for 12 issues either from LPi's full color selection or from customer supplied color cover.

And Lpi will provide 48 Offset full color inside spreads(one side of an 11 x 17 sheet)

LPi will provide access to LPi Express, LPi's publication transmission software and service, training to produce and transmit the customer's publication, and toll-free access to LPi's Customer Service and Technical Support Teams.

LPi will pay the Customer an annual rebate in an amount equal to 30% of paid ad revenue in excess of \$ 12,000.00 per publication year, beginning May, 2013. LPi will pay the Customer, not later than 45 days after the commencement of the immediately succeeding Publication Year. The base amount of \$ 12,000.00 will increase by 3% each subsequent publication year.

LPi will provide access to our customer websites at no additional cost:

Art & Media Portal ([www.portal.4lpi.com](http://www.portal.4lpi.com)) – our source for content and artwork to help you produce a better publication. The Art & Media Portal is updated regularly and contains over 31,000 pieces of clip art, content information and more.

Seek And Find ([www.seekandfind.com](http://www.seekandfind.com)) – an electronic copy of the Customer's publication.

LPi will provide a subscription to Bright Ideas (\$49.95 a year value). This quarterly magazine features over 200 new pieces of clip art each year, writing and grammar advice, cartoons and design tips.

Customer agrees to transmit to LPi no later than noon on Thursdays and LPi agrees to have the newsletters delivered to the Customer no later than 4:30PM the following Tuesday.

The Customer has the option of canceling the contract by giving LPi a years notice. This notice would have to be given by the annual start date of the contract - May 1st.

LPi will provide a hardcover bound book of the Customer's annual publications. Volume identification embossed in gold lettering. (Customer must set aside one copy each issue to be submitted at the end of each year for binding.)

The method and costs of distribution of the publication to the customer's members, including postage, distribution or delivery fees, are the customer's responsibility.

The Customer has the option of changing the level of service upon mutual agreement with LPi.

Prior to replacing the service provided by LPi with the service of another publisher, the Customer agrees to give LPi the opportunity to match or exceed any other bulletin/newsletter publisher's offer before entering into an agreement with them.

By: \_\_\_\_\_  
Signature of CUSTOMER Representative

\_\_\_\_\_ Date

By: \_\_\_\_\_  
LPi Representative

\_\_\_\_\_ Date

Parish Marketing Representative

\_\_\_\_\_  
Printed Name of Customer