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www.mead-consulting.com



Statement of Work – HR Services

Purchaser:	City of Dodgeville
Date:	February 23, 2026
Bill to Contact:	Barry Hottmann
Bill to Address:	410 E Leffler St Dodgeville, WI 533533
Rate:	\$175 Hourly
Terms of Payment:	Within 15 calendar days of receipt of invoice
Invoicing:	Monthly

BY: Jennifer Mead
Mead Consulting, Inc.

Date: _____

BY: Barry Hottmann
City of Dodgeville

Date: _____



Schedule of Rates

Human Resource Consulting services are billed at \$175/hour, in quarter hour increments. Project estimates are listed below.

Project Description	Project Estimate	Cost Estimate
Benefits Administration	Administrative services expected to incur up to 5 billable hours per month	\$875.00
Foundational HR review	Project expected to incur up to 8 billable hours	\$1,400.00
Employee Handbook review	Project expected to incur up to 10 billable hours	\$1,750.00
Ongoing Ad-hoc Services, as needed	Ad-hoc services will not exceed 20 billable hours per month without advance approval from an authorized representative of company	As Needed and Upon Request by Client

Services to be provided:

Under this contract, Mead Consulting will provide Human Resources consulting services, which will include:

- Ongoing administration for employee benefits to include processing enrollments, changes and terminations, answering employee benefit plan questions/assist employees with plan issues, conduct new hire benefits orientation, conduct annual open enrollment, work with brokers to renew plans annually.
- Review existing employee handbook; update to satisfy current regulatory and best practices;
- Review existing HR policies, procedures, documents and protocols; update as needed to satisfy current regulatory requirements and best practices.

Under this contract, Mead Consulting may also provide Human Resources consulting services, which will include:

- Perform ad-hoc HR related projects as needed and as requested by client;



- Keep client abreast of changes in regulatory requirements that may impact their business operations and staffing.

Payment terms and conditions:

Mead Consulting, Inc. ("Mead Consulting") will invoice The City of Dodgeville ("Client") monthly for services rendered and any pre-approved expenses. Invoices will be considered submitted when emailed to Barry Hottmann at barry.hottmann@dodgevillewi.gov.

All employment related Human Resources work performed on behalf of client will be billed at the outlined hourly rate. Client will be billed for actual hours worked. The hourly rate will apply to all HR Operational work, including on-site work and project work. Client will be invoiced monthly following services rendered. Invoices are payable net 15.

Amendments to Statement of Work:

This Statement of Work may be amended upon mutual agreement and confirmed via email communication. Documentation shall include the date changes will take effect. Email approval of changes by both parties is acceptable.

Engagement-related Expenses:

Mead Consulting is responsible for expenses related to travel to Client site. Client and Mead Consulting may mutually agree to reimbursable expenses subject to the Client's pre-approval on a per case basis.

Client does not anticipate that Mead Consulting will be required to travel on behalf of the Client during the engagement. However, should Client need Mead Consulting to travel for the performance of above services, Client shall pay for or reimburse Mead Consulting for travel expenses and will remunerate Mead Consulting for travel time at the quoted bill rate.

Professional Services Agreement:

Client owns all work product and deliverables resulting from engaging Mead Consulting. Mead Consulting will not disclose any company, employee or applicant information as a result of contracted business. All information obtained through this contract will remain confidential.