

Service Contract
Between
Custom Service Information LLC
&
The Kronenwetter Police Department

I. This agreement entered into this 11th day of April, 2026 by and between Custom Service Information LLC, herein referred to as CSI and the Kronenwetter Police Department herein referred to as KPD.

II. CSI shall perform the following services for KPD:

- Provide written drafts of Policy & Procedures.
- Provide a Table of Contents for the KPD Policy & Procedure Manual.
- Complete all work prior to July 31, 2027. The Table of Contents and Template (used to create the Policy & Procedures) shall be due to KPD first. Subsequently, two (2) policies shall be provided to KPD each week until the work is completed. Actual weekly production will be dependent upon the total number of policies needed and their length and complexity. It is also understood that time permitting, CSI may provide more or less than the weekly minimum number of policies referenced above.
- The work that is to be performed and delivered by CSI shall be provided in draft form for approval by KPD. When drafts are provided and KPD does not make any suggested changes within 30 days, said drafts shall become the final work product performed by CSI.
- When completed, the policies become the sole property of KPD and shall be provided to KPD in Word documents and in an electronic format. KPD shall be responsible for any and all printing of their Policy & Procedure Manual and any related documents.

III. CSI shall receive compensation from KPD for the services described in section II:

- The maximum total sum not to exceed two thousand five hundred dollars (\$2,500.00) to be paid in four (4) payments. The deposit payment of five hundred dollars (\$500.00) shall be paid within thirty (30) days after final acceptance of this contract by both parties.
- Two (2) subsequent payments of seven hundred fifty dollars (\$750.00) shall be paid upon providing approximately each one third (1/3) of the Policies outlined in the Table of Contents.

- The final payment consisting of the remaining balance shall be paid upon the fulfillment of the services agreed upon herein. CSI shall provide KPD with an Invoice each time payment is due.

IV. If travel to KPD becomes necessary; KPD shall reimburse CSI for actual travel and travel related expenses. For this purpose, State of Wisconsin employee guidelines for expense reimbursement shall govern reimbursement limits. Prior to any travel, CSI shall obtain advance approval from KPD and both parties shall agree upon the total amount of expenses to be reimbursed.

V. CSI and KPD further agree that Timothy Kriz is acting as an independent contractor for CSI and is not an employee of any law enforcement agency. Both parties also agree that KPD shall not be held liable or responsible for any benefits such as vacation time, sick pay, unemployment benefits, social security tax, insurance, or pension benefits that may be incurred on behalf of CSI or Timothy Kriz.

VI. Both parties mutually agree to release and hold harmless each other for any claims, losses, damages, costs or expenses that may arise during the performance of this contract. CSI is not providing legal counsel and makes no claims of legal representation, therefore CSI is not liable to provide any legal defense of the Policy & Procedures or any other services provided to KPD.

VII. It is understood and agreed that the terms and conditions of this contract shall be governed by the laws of the State of Wisconsin.

VIII. Any written notices or documentation required to be provided pursuant to the terms of the contract shall be sent to CSI at 2720 Boles Circle, Wisconsin Rapids, Wisconsin 54495, and to the Kronenwetter Police Department at 1582 Kronenwetter Drive, Kronenwetter Wisconsin 54455.

IX. This contract shall remain in effect through July 31, 2027, unless said term is extended by the parties upon mutual written agreement.

X. This agreement sets forth the entire agreement of the parties and shall not be amended unless upon the written mutual agreement of both parties.

XI. Neither party shall assign to any other party or entity its rights or obligations under this contract without the express written consent of the other party.

XII. If any term of this contract shall, for any reason and to any extent be found invalid or unenforceable, the remaining terms shall be in full force and effect.

XIII. If either party believes that the other party has not performed an obligation under this agreement, the aggrieved party shall provide written notice to the defaulting party of the defaulting party's right to cure any alleged defect within 10 days of the notice being given.

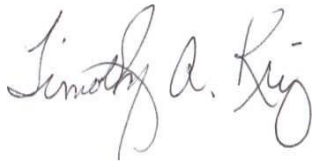
If the default is not cured, the aggrieved party then has the right to terminate the contract. If the contract is terminated, the work done to date shall be turned over to KPD and such shall become the sole property of KPD. Under any such circumstances, CSI shall be entitled to a pro-rated fee for the work completed.

CONTRACT ACCEPTED:

CSI

KPD

By:



Timothy A. Kriz
Owner/Manager CSI

By:

Terry P. McHugh
Chief of Police/KPD

Date: 04/11/2026

Date: **XX/XX/2026**