

**RE: Municipal Advisory Services
 Preliminary Planning and Analysis**
DATE: June 19, 2024

This Scope Appendix is attached by reference to the above-named engagement letter (the Engagement Letter) between Town of Munster (the Client) and Baker Tilly Advisory Group, LP.

SCOPE OF WORK

Baker Tilly Advisory Group, LP (BTAG) agrees to furnish and perform the following services.

A. Financial Plan for a Capital Project Referendum

1. Based upon discussions with Client officials and other advisors, BTAG will develop preliminary estimates of potential project cost budgets, estimated and various debt service structures, estimated total debt service, potential repayment sources, and potential impact on debt service tax rate. Considerations in the planning stage will include, but not be limited to:
2. Summarize the existing debt structure of the Client as well as existing and estimated future assessed values and other relevant information.
3. Provide various debt service structure options based upon project scope alternatives, existing and resulting debt service structures, estimated interest rates, estimated debt service tax rates, estimated impacts on various types of taxpayers, and other related matters.
4. As appropriate and applicable, consider and analyze the estimated impact of circuit breaker implications for the Client and overlapping taxing units.
5. Participate in meetings to discuss analysis results as needed.

COMPENSATION AND INVOICING

BTAG's fees for services set forth in the Scope Appendix will be billed at BTAG's standard billing rates based upon the actual time and expenses incurred and will not exceed Fifteen Thousand Dollars (\$15,000) without further authorization from the Client.

Standard Hourly Rates by Job Classification
12/1/2023

Title	Hourly Rate
Partners / Principals / Directors	\$400 - \$600
Managers / Senior Managers	\$275 - \$400
Consultants / Analysts / Senior Consultants	\$175 - \$275
Support / Paraprofessionals / Interns	\$110 - \$175

**Billing rates are subject to change periodically due to changing requirements and economic conditions. Baker Tilly will notify Client thirty (30) days in advance of any change to fees. If Client does not dispute such change in fees within that thirty (30) day period, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.*

The above fees shall include all expenses incurred by BTAG except for direct, project-related expenses such as travel costs.

BILLING PROCEDURES

Normally, you will receive a monthly statement showing fees and costs incurred in the prior month.

Occasionally, we may bill on a less frequent basis if the time involved in the prior month was minimal or if arrangements are made for the payment of fees from bond proceeds. The account balance is due and payable on receipt of the statement.

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.

- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

This Scope Appendix will terminate according to the terms of the Engagement Letter.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

BAKER TILLY ADVISORY GROUP, LP



Matthew R. Eckerle, Principal

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____