



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

COMMITTEE MEETINGS

WEDNESDAY, MAY 10, 2023 AT 6:30 PM

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Protective Services Committee – Vlach, Russell, Jaramillo (2 Min.)**
 - a. Call to Order
 - b. Roll Call
 - c. Protective Services Committee Meeting Minutes of April 12, 2023
 - d. Monthly Numbers
 - e. Adjourn
- II. Streets & Highways Committee – D'Alessandro, Russell, Vlach (10 Min.)**
 - a. Call to Order
 - b. Roll Call
 - c. Streets & Highways Committee Meeting Minutes of April 12, 2023
 - d. Village Engineer's Report - East - West Route 67 and possible Streetscape Improvements
 - e. Adjourn
- III. Parks & Lakefront Committee – Russell, Wright, Umans (10 Min.)**
 - a. Call to Order
 - b. Roll Call
 - c. Parks & Lakefront Committee Meeting Minutes of April 12, 2023
 - d. Williams Bay Fine Art and Crafts Fest Edgewater Park Use Application for July 28-30 2023
 - e. Williams Bay Lions Corn and Brat Fest Edgewater Park Use Application for August 11-13, 2023
 - f. Library Bench Specs
 - g. Adjourn
- IV. Building, Zoning & Ordinance Committee – Jaramillo, Wright, D'Alessandro (10 Min.)**
 - a. Call to Order
 - b. Roll Call
 - c. Building, Zoning & Ordinance Committee Meeting Minutes of April 12, 2023
 - d. GLEA - Chapter 30 Proposed Draft Ordinance
 - e. Adjourn

V. Water & Sewer Committee – Umans, Jaramillo, Vlach (20 Min.)

- a. Call to Order
- b. Roll Call
- c. Water & Sewer Committee Meeting Minutes of April 12, 2023
- d. Hydro Corp Cross Residential Connection Contract Renewal
- e. Hydro Corp Commercial Cross Connection Contract Renewal
- f. Consideration of a proposal from Southeastern Wisconsin Regional Planning Commission (SEWRPC) to study and properly locate and map the Southwick Creek floodplain/floodway in the area of the Village's water plant
- g. Village Engineer's Report - East - West Route 67 and other Village Water & Sewer Replacement Cost Estimates
- h. Adjourn

VI. Finance & Personnel Committee – Wright, Umans, D'Alessandro (40 Min.)

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes of April 12, 2023
- d. Assessment Services Proposals
- e. First National Bank & Trust Banking Agreement Renewal
- f. Wisconsin Retirement System (WRS) Unfunded Liability
- g. ILM invoice for Southwick Creek Dredging Permit
- h. Consideration of a proposal from Southeastern Wisconsin Regional Planning Commission (SEWRPC) to study and properly locate and map the Southwick Creek floodplain/floodway in the area of the Village's water plant.
- i. Treasurer's Report
- j. Borrowings Status Report
- k. Adjourn

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 05/09/2023 5:00 PM



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UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

The meeting was called to order by Chairman Vlach at 6:49pm

Roll Call

Trustees Vlach, Jaramillo, and Umans

Also Present: President Duncan, Trustees D'Alessandro and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Umans/Jaramillo motion to approve the meeting minutes of March 15, 2023. Jaramillo abstained; motion carried.

Hazardous Mitigation Plan

Chief Timm stated that every 3-4 years there is a County wide initiative updating the Hazardous Mitigation Plan in accordance with FEMA rules. The Village will need to adopt the plan by Resolution in December to qualify for Federal & State assistance funding. The Committee had some questions regarding the data in the current plan from 2010-2018; the Chief will follow up with the County to inquire if there is more current data available. The Committee requested that Lieutenant Rowland from the Walworth County Sheriff's Office attend a committee meeting to discuss the Plan.

Police Chief's Report

Chief Timm discussed current training and department activities.

Monthly Numbers

The Committee reviewed the March 2023 Police Activity.

March 2023 EMS Report

The Committee reviewed the March 2023 EMS report and requested that future reports include staffing breakdowns of AEMT and Paramedics that responded to calls.

Speed Sign Numbers (Q1)

Chief Timm stated that there was an issue with printing the reports and will provide them to the Committee at a future meeting.

Adjourn

Umans/Jaramillo motion to adjourn at 7:08pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Protective Services Committee



VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

The meeting was called to order by Trustee Vlach at 6:30pm.

Roll Call

Trustees D'Alessandro and Vlach

Excused: Trustee Stanek

Also Present: President Duncan, Trustee Jaramillo, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland and Village Engineer Snyder

Meeting Minutes

D'Alessandro/Vlach motion to approve meeting minutes of March 15, 2023. Motion carried unanimously.

Additional Sidewalk on STH 67 – Elkhorn Rd

Snyder reviewed his engineer report regarding broken and heaving sidewalk sections on Elkhorn Road between Olive Street and Stark Street of which the WDOT refused to replace these sections. JW Schultz Construction, who is the subcontractor to Payne & Dolan provided a quote for \$12.50 per square foot to replace approximately 480 square feet of sidewalk. The quote assumed a quantity of 750 square feet, but Schultz will only be paid for the sidewalk completed. D'Alessandro/Vlach motion to recommend Village Board approval of moving forward with the project. Motion carried unanimously.

Consider an ordinance modifying the Walworth Avenue maximum on street parking hours from 1 hour to 2 hours.

D'Alessandro discussed a meeting with some of the downtown business owners regarding the 1-hour parking on Walworth Avenue between Geneva Street and Cherry Street. Discussion was held regarding changing the limit from 1 hour to 2 or 3 hours. Further discussion was held regarding an overall comprehensive parking plan for the downtown area. It was the consensus of the Committee to have the Department of Public Works temporarily apply stickers over the 1 hour to 2 hours instead of ordering new signs as there may be more changes to parking restrictions once a comprehensive parking plan is complete. Vlach/D'Alessandro motion to recommend the Building, Zoning and Ordinance Committee change the ordinance from a maximum of 1-hour parking to 2-hour parking on Walworth Avenue between Geneva Street and Cherry Street. Motion carried unanimously.

Adjourn

D'Alessandro/Vlach motion to adjourn at 6:49pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Streets & Highways Committee

May 9, 2023

Mr. David Lothspeich, Administrator
Village of Williams Bay
250 Williams Street
Williams Bay, WI 53191

Highlighted items are
major revisions to a May
4, 2023 recommendation
that did not include
streetscape improvements

Subject: Village of Williams Bay – STH 67 West Utility Improvements - Revised

Dear Mr. Lothspeich:

As requested, we reviewed 30 percent Wisconsin Department of Transportation (WDOT) plans for the STH 67 resurfacing project planned for construction in 2026 or 2027. We also reviewed the record drawings for the water main and the televising tapes for the sanitary sewer in West Geneva Street (STH 67) that are within the planned resurfacing limits. The paragraphs that follow further describe the planned sanitary sewer, water main, and roadway improvements. We recommend the Village inform the WDOT of the following:

- The Village intends to relay about 700 feet of sanitary sewer between Williams Street and Walworth Avenue; see enclosed Exhibit A and Table 1.
- The Village intends to replace the water main within West Geneva Street; see enclosed Exhibit B and Table 1.
- The Village desires streetscaping between Elkhorn Road and Williams Street.
- The Village requests the WDOT to include the water and sewer improvements on the 60 percent WDOT plans.

Sanitary Sewer Improvements

The sanitary sewer, see enclosed Exhibit A, in this section of roadway is vitrified clay pipe installed prior to the 1962 roadway and storm sewer; it is in average condition and needs maintenance but not immediate repair except in the section between Williams Street and Walworth Avenue, which is undersized, appears to have sections abandoned, and has an offset joint at the Walworth Avenue drop connection. Enclosed Table 1 – Section 1 – Sanitary Sewer summarizes the planned sanitary sewer improvements; the expected Village cost is \$617,000.

Water Main Improvements

The water main, see enclosed Exhibit B, in this section of roadway is from the early 1930's; it is at the end of its useful life and has hydrants and valves that need replacement. A new

12-inch water main will increase the available fire flow to the downtown, former elementary school area, and the intersecting streets. The planned location is under the westbound parking lane. There will be a normally closed valve near the former elementary school to maintain the two pressure zones. The proposed water main should increase the available fire flow along this route from 1400 gallons per minute to 2800 gallons per minute, which meets Insurance Services Office (ISO) Standards for commercial areas. Enclosed Table 1-Section 2 – Water Main summarizes the planned water main improvements; the expected Village cost is \$4,100,000.

Roadway Improvements

On the most recent project the WDOT funded the two traffic lanes; the Village funded the parking lanes and the difference between the replacement and rehabilitation cost for the section south of Olive Street. Enclosed for reference is the State Municipal Agreement for the most recent project showing the funding allocation for each component of the project. Federal funding was not available for streetscaping, and it may not be available for streetscaping for the planned project; if it is available, it is typically 80 percent federal funded. The enclosed Table 1-Section 3 - Roadway summarizes the planned roadway improvements, including an allowance of \$410,000 for streetscaping without federal funding; the expected Village cost is \$1.1M.

The existing roadway within the Village limits is either concrete or rubblized (previously shattered in place) concrete under 4-inches of asphalt pavement. The planned rehabilitation consists of milling and replacing the 4-inch asphalt surface. We expect the WDOT will require the Village to replace the concrete base materials with asphalt prior to milling, like the recent north-south section of STH 67. The WDOT is only showing sidewalk improvements at the intersection where they are installing curb ramps; the Village should plan additional sidewalk replacement. The WDOT does not appear to be planning storm water or storm sewer improvements.

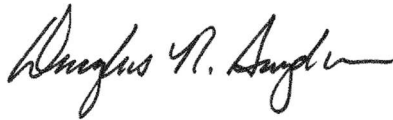
Enclosed in an excerpt from the WDOT 30 percent plans within the Village. The Village should require the WDOT to construct the utility improvements within the roadway as part of the WDOT contract and include the design of these improvements in the 60 percent plan set. The Village will benefit by avoiding work with other utilities and should save money by not replacing the pavement in-kind and not using concrete slurry backfill material over the utility. The concrete slurry is a combination of cement and stone delivered by a concrete truck. It is more than twice the cost of granular backfill. The pavement in-kind and the use of concrete slurry backfill would add approximately \$900,000 to the cost of the project. We

expect the WDOT to cost share between the pavement in the travel lane and pavement in the parking lane, like the current project.

Please call if you have any questions.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



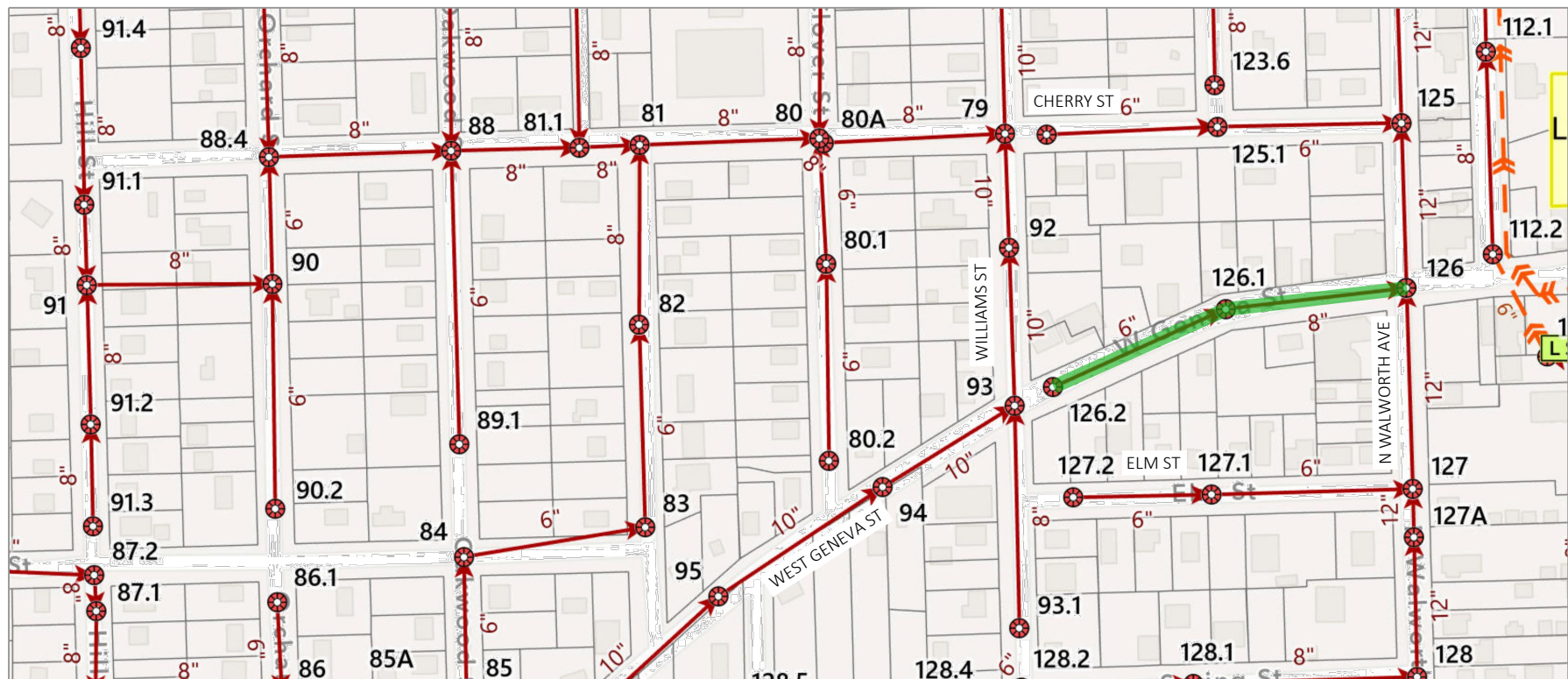
Douglas R. Snyder, P.E.

DRS:drs

Enclosures: as noted

CC: Wayne Edwards, DPW

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Legend

-  Sewer Gravity Main
-  Sewer Lateral
-  Sewer Pressure Main
-  Manhole
-  Lift Station
-  Valve

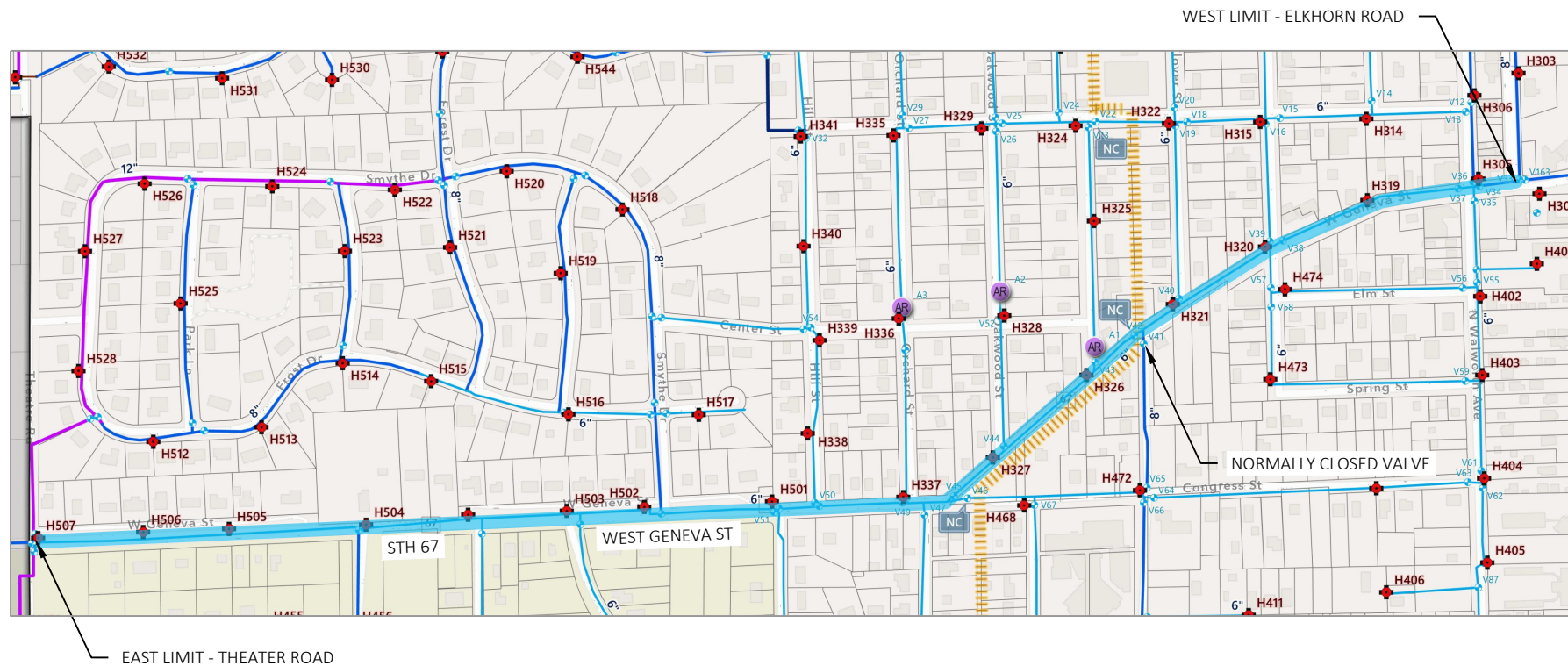
 REPLACE SANITARY SEWER AND RECONNECT LATERALS.

BAXTER & WOODMAN
Consulting Engineers

EXHIBIT A
VILLAGE OF WILLIAMS BAY

0 50' 150' 300' 500'





Legend

- Hydrants
- Gate Valve
- Air Release Valve
- Pressure Reducing Valve
- Curb Boxes
- Elevated Tank
- Well
- Water Transfer Station

Pressure Zone Boundary

Water Main

- 4"
- 6"
- 8"
- 10"
- 12"

NEW 12" WATER MAIN WITH NEW WATER LATERALS ALONG ROUTE. PROVIDE 8" CONNECTIONS TO INTERSECTION LIMITS FOR FUTURE WATER MAIN RELAYS ON INTERSECTING STREETS.

BAXTER & WOODMAN
Consulting Engineers

EXHIBIT B
VILLAGE OF WILLIAMS BAY

0 100' 300' 600' 1000'



Table 1
Preliminary Opinion of Probable Cost

Section 1 - Sanitary Sewer

No.	Item	Approximate Quantity	Unit Price	Totals
1	Relay on West Geneva - Williams Street to Walworth Ave.	700 LF	\$ 300	\$ 210,000
2	Sanitary Manhole	3 EA	\$ 15,000	\$ 45,000
3	Sanitary Laterals and Connection	14 EA	\$ 8,000	\$ 112,000
4	Temporary Pavement	1,200 LF	\$ 50	\$ 60,000
5	Restoration and Traffic Control	1 LS	\$ 30,000	\$ 30,000

Section 1 Construction Cost = \$ 457,000
Engineering, Legal, and Contingencies (35%) \$ 160,000
Section 1 Project Cost = \$ 617,000

Section 2 - Water Main

No.	Item	Approximate Quantity	Unit Price	Totals
1	12-Inch Main	7,500 LF	\$ 225	\$ 1,687,500
2	Intersection Connections, Including Valves	16 EA	\$ 18,000	\$ 288,000
3	Hydrant Assembly	12 EA	\$ 7,500	\$ 90,000
4	Water Service Reconnections	90 EA	\$ 5,000	\$ 450,000
5	Temporary Pavement	7,500 LF	\$ 50	\$ 375,000
6	Abandon Existing Water Main/Hydrants	1 LS	\$ 80,000	\$ 80,000
7	Restoration and Traffic Control	1 LS	\$ 60,000	\$ 60,000

Section 2 Construction Cost = \$ 3,030,500
Engineering, Legal, and Contingencies (35%) \$ 1,060,500
Section 2 Project Cost = \$ 4,091,000

Section 3 - Roadway - Non Participating Costs

No.	Item	Approximate Quantity	Unit Price	Totals
1	Pavement Replacement - Parking Lanes	8000 SY	\$ 35	\$ 280,000
2	Pavement Replacement - Williams Street to Walworth Ave	2200 SY	\$ 40	\$ 88,000
3	Additional Sidewalk Replacement	3000 SF	\$ 12	\$ 36,000
4	Streetscaping Improvements - Elkhorn Rd. to Williams St.	1 LS	\$ 410,000	\$ 410,000

Section 3 Construction Cost = \$ 814,000
Engineering, Legal, and Contingencies (35%) = \$ 285,000
Section 3 Project Cost = \$ 1,099,000

Total Cost \$ 5,807,000



**1st Revision
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT**

This agreement supersedes the agreement signed by the Municipality on February 20, 2020 and signed by the State on February 26, 2020.

Revised date: August 1, 2022

Date: August 20, 2019

I.D.: 3325-06-01/71/72

Road Name: STH 67

Limits: Geneva St to Glenwood Dr

County: Walworth

Roadway Length: 1.21 Miles

The signatory Village of Williams Bay, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan).

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%*
Preliminary Engineering: Plan Development	\$ 180,000	\$ 180,000	100%	\$ -	0%
Real Estate Acquisition: Acquisition	\$ 10,000	\$ 10,000	100%	\$ -	0%
Compensable Utilities	\$ 1,000	\$ 1,000	100%	\$ -	0%
Construction: Participating					
Resurface Segment	\$ 1,482,000	\$ 1,482,000	100.0%	\$ -	0.00%
Parking(resurface segment)	\$ 29,000		0.0%	\$ 29,000	LSUM
Pavement Replace Segment	\$ 616,620	\$ 229,691	37.25%	\$ 386,929	62.75%
Soil borings performed by Municipality				\$ (3,710)	LSUM
Non-Participating	\$ 1,067,300	\$ -	0%	\$ 1,067,300	100%
Total Cost Distribution	\$ 3,385,920	\$ 1,902,691		\$ 1,479,519	

* See Item 9 Basis for local participation in Terms and Conditions

This request is subject to the terms and conditions that follow (pages 2 – 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of

neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the **Village of Williams Bay** (please sign in blue ink)

Name *Keith P. Dure* Title *President* Date *8/60/22*

Signed for and in behalf of the State (please sign in blue ink)

Name *Tony J. Barth* Title **SE Region Planning Chief** Date *8/17/2022*

TERMS AND CONDITIONS:

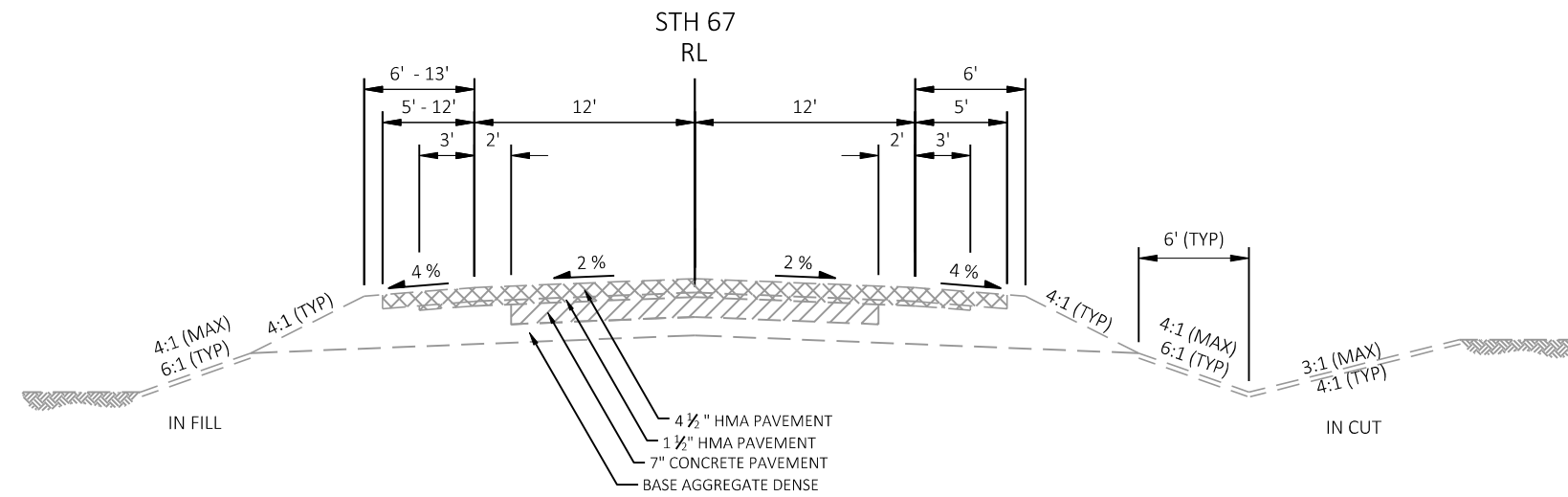
1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table that show Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality. The costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted. The Municipality will be responsible for actual costs incurred.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or

Facility Owner includes the following items:

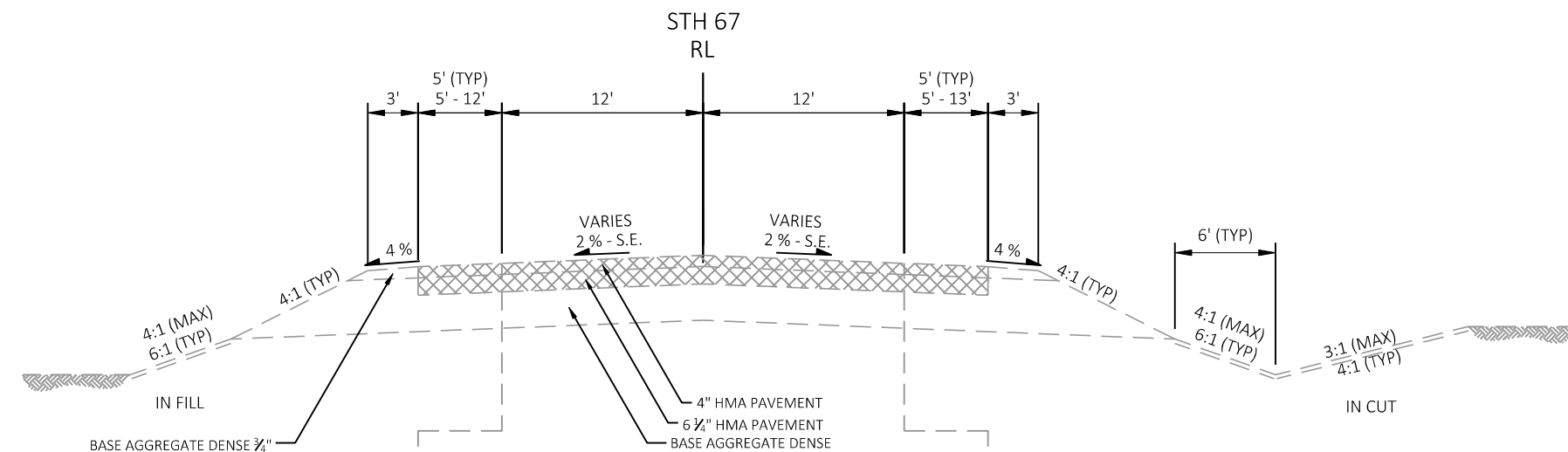
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and Bridge width in excess of standards.
 - (d) Construction inspection, staking and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality shall at its own cost and expense:
- (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by Community Sensitive Solutions (CSS).
 - (c) Maintain and accept responsibility for the energy, operation, maintenance, repair and replacement of the lighting system.
 - (d) Prohibit angle parking.
 - (e) Regulate parking along the highway. The municipality will file a parking declaration with the state.
 - (f) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (g) Provide complete plans, specifications and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions or claims resulting from the sanitary sewer and water system construction.
 - (h) Maintain all Community Sensitive Solutions (CSS) and/or enhancement funded items.
 - (i) Coordinate with the state on changes to highway access within the project limits.
 - (j) In cooperation with the state, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - (k) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).

9. Basis for local participation: Participation is based on actual costs incurred, all costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted.
- (a) Funding for preliminary engineering 100% State
 - (b) Funding for real estate required for standard roadway construction, 100% State
 - (c) Funding for compensable utilities required for standard roadway construction, 100% State.
 - (d) Funding for construction of standard roadway items in the resurfacing segment, and the removal of the stairs in the SW corner of the Geneva Street intersection 100% State.
 - (e) Funding for parking lanes in the resurface segment, a Municipal total payment of \$29,000, billed as the project progresses.
 - (f) Funding for construction of standard roadway items in the pavement replacement segment– 37.25% State, 62.75% Municipal. Percentage is based on difference in cost between resurface (DOT recommended) and pavement replacement (Municipal requested), and parking lanes at 100% Municipal.
 - (g) Funding for soil boring performed but the Municipality for the State, 100% State. This will be applied as a credit against the non-participating work on 3325-06-72 as a one-time lump sum amount of \$3,710.
 - (h) Funding for non-participating items 100% Municipality.

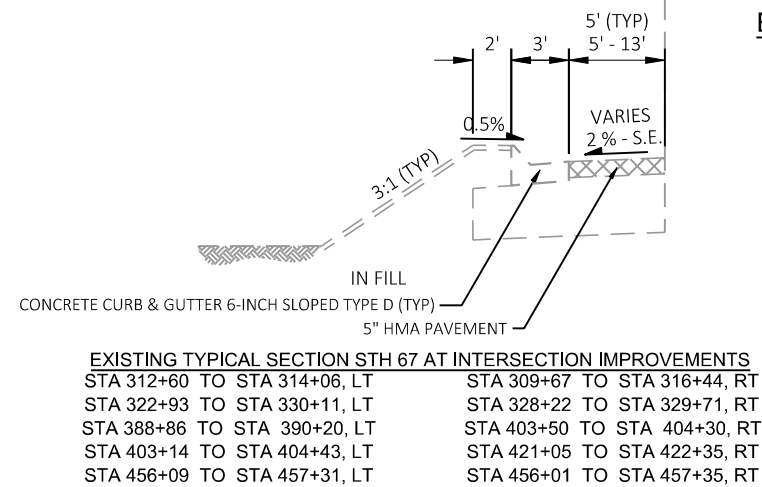
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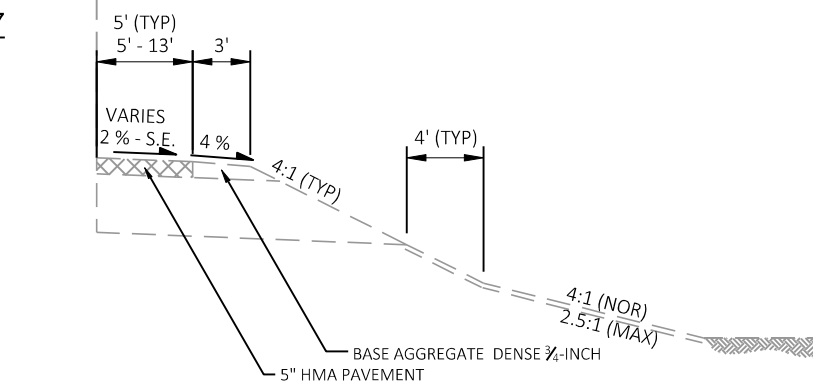
EXISTING TYPICAL SECTION STH 67
STA 283+85 TO STA 309+20



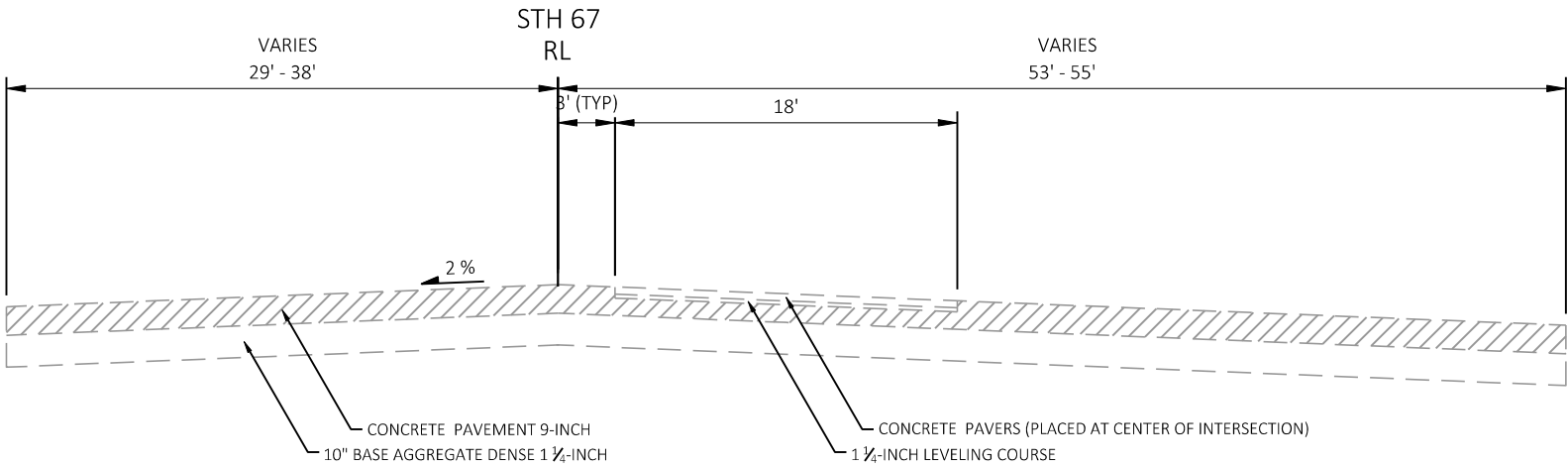
EXISTING TYPICAL SECTION STH 67
STA 309+20 TO STA 345+85
STA 378+08 TO STA 508+38



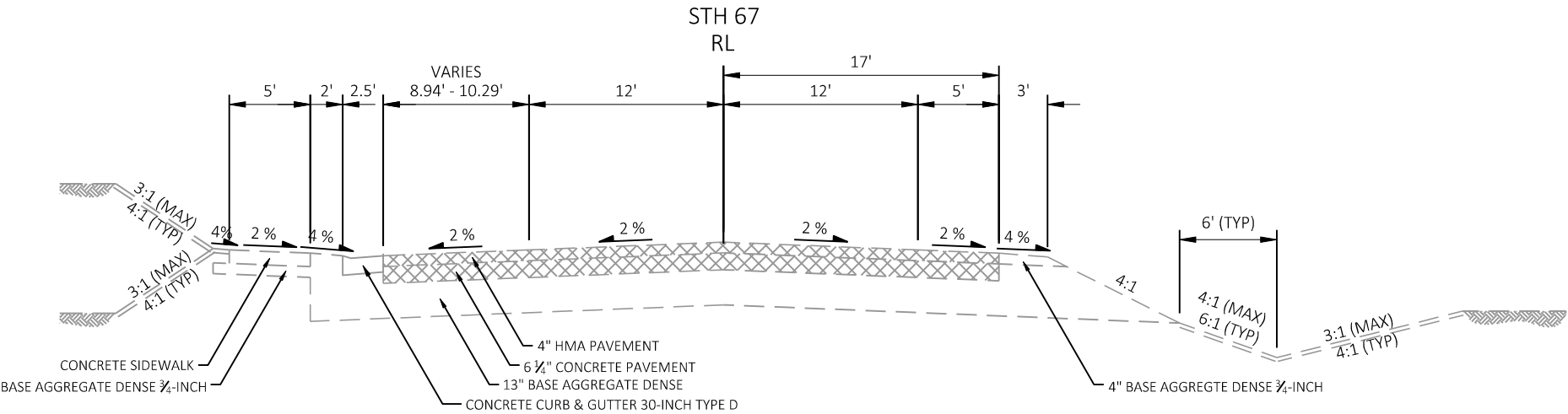
EXISTING TYPICAL SECTION STH 67 AT INTERSECTION IMPROVEMENTS
STA 312+60 TO STA 314+06, LT
STA 322+93 TO STA 330+11, LT
STA 388+86 TO STA 390+20, LT
STA 403+14 TO STA 404+43, LT
STA 456+09 TO STA 457+31, LT
STA 309+67 TO STA 316+44, RT
STA 328+22 TO STA 329+71, RT
STA 403+50 TO STA 404+30, RT
STA 421+05 TO STA 422+35, RT
STA 456+01 TO STA 457+35, RT



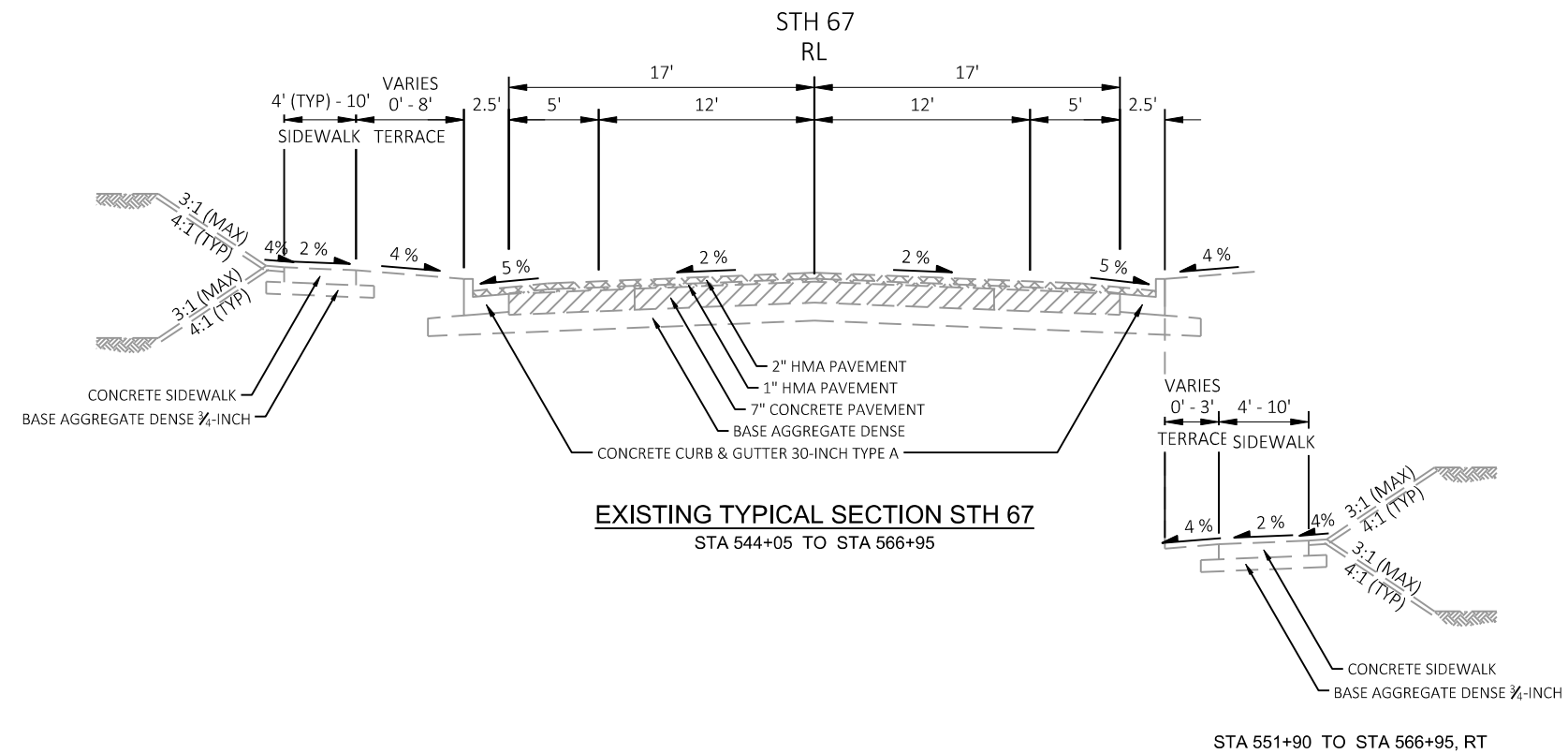
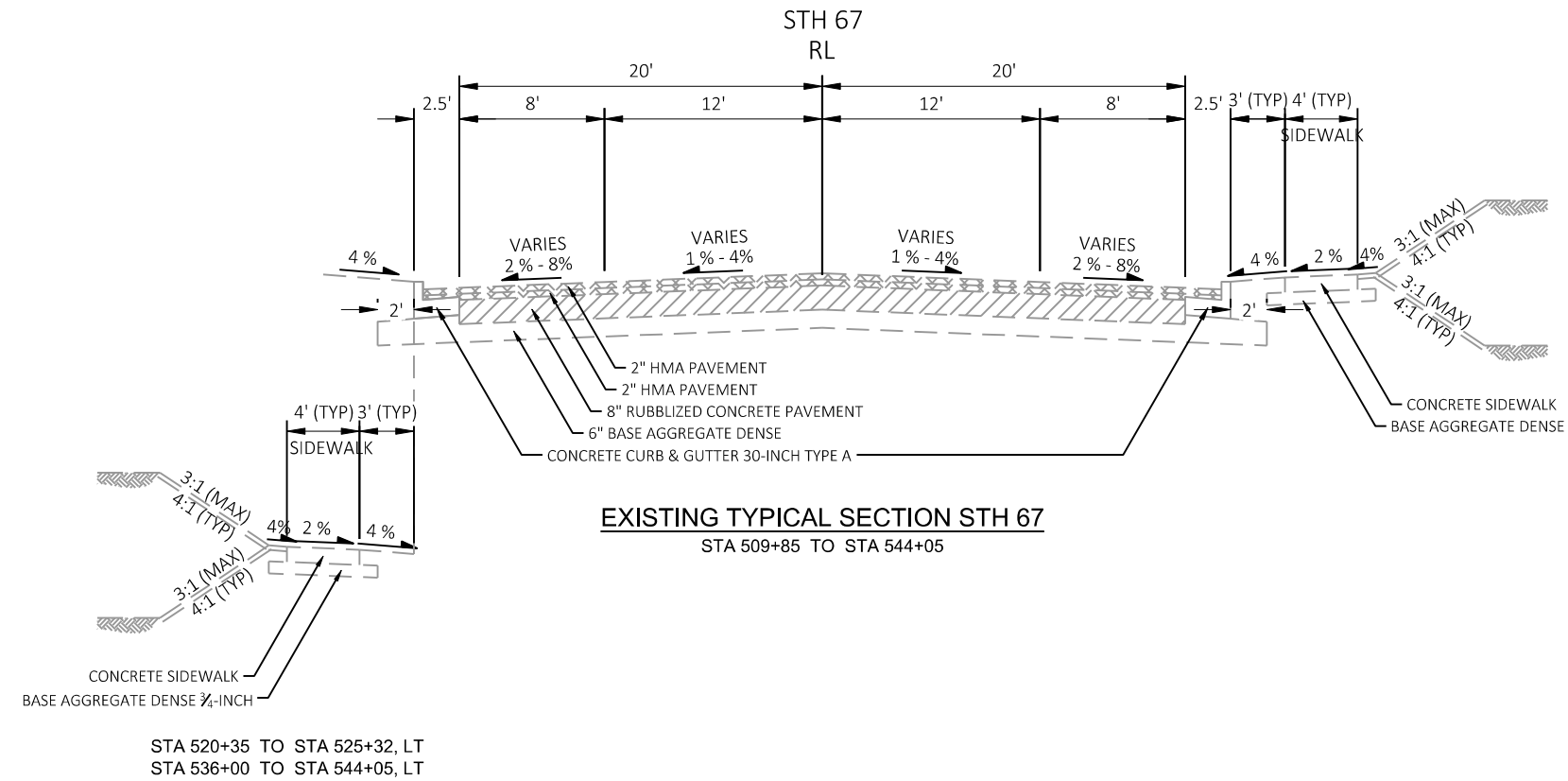
EXISTING TYPICAL SECTION STH 67 AT INTERSECTION IMPROVEMENTS
TRANSITIONS TO CURB AND GUTTER SECTIONS, LT & RT



EXISTING TYPICAL SECTION STH 67
STA 360+35 TO STA 361+56
STA 363+44 TO STA 364+54
STA 367+08 TO STA 368+17



EXISTING TYPICAL SECTION STH 67
STA 508+38 TO STA 509+85



PROJECT NO: 3325-08-70

HWY: STH 67

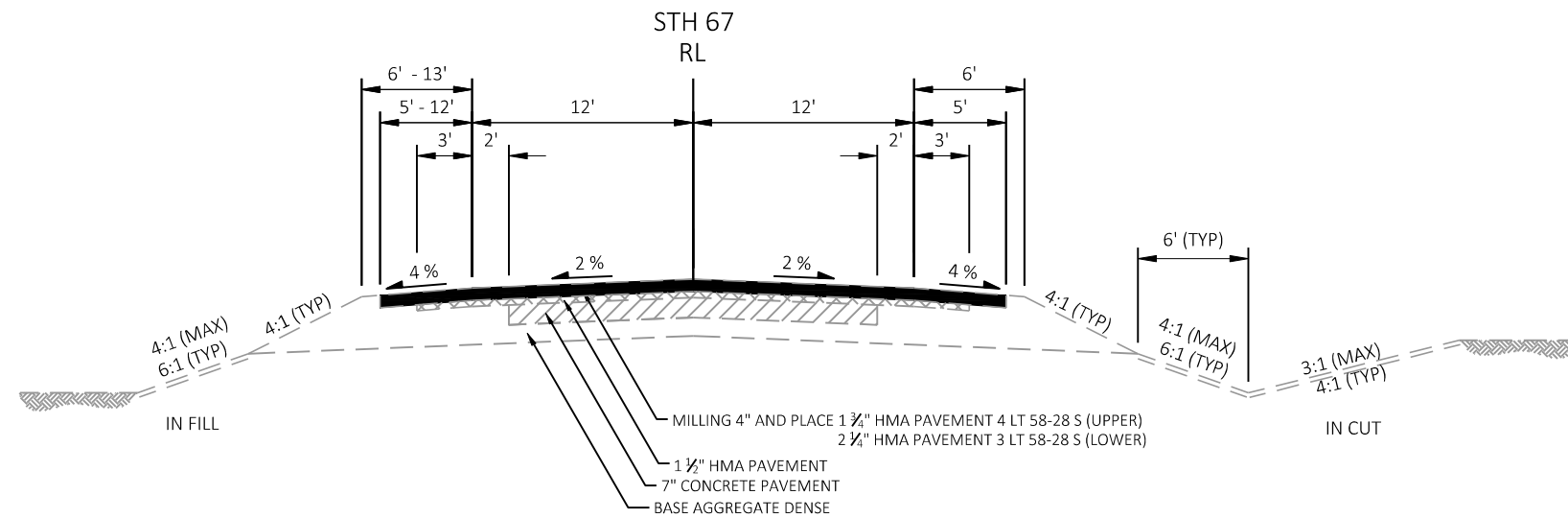
COUNTY: WALWORTH

TYPICAL SECTIONS - STH 67

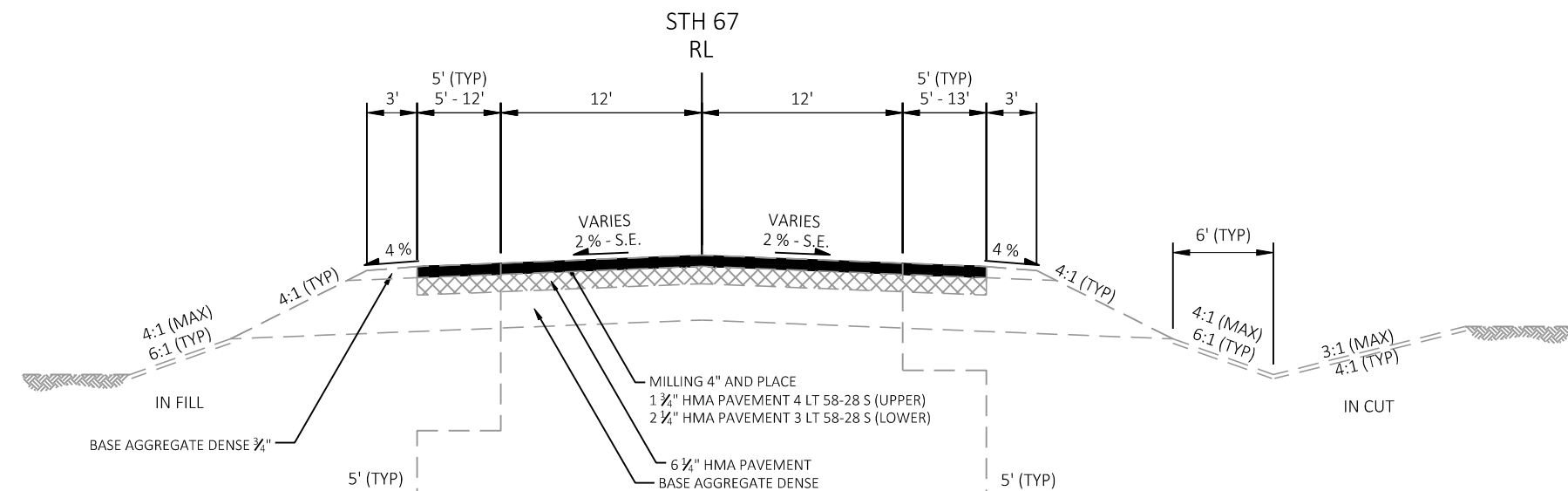
SHEET

PRE 8

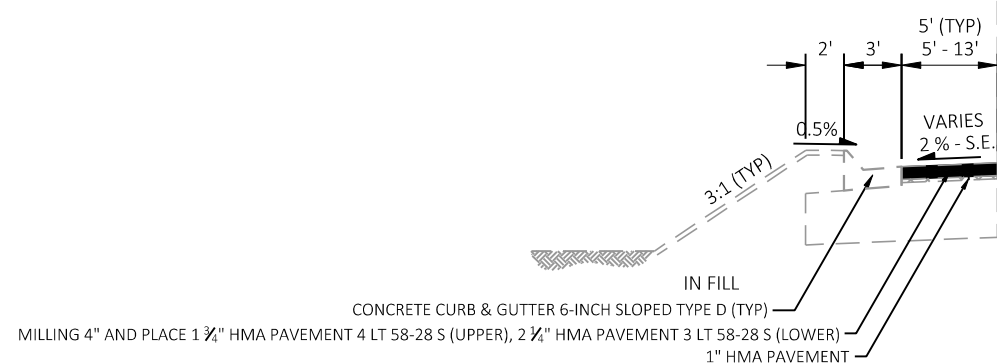
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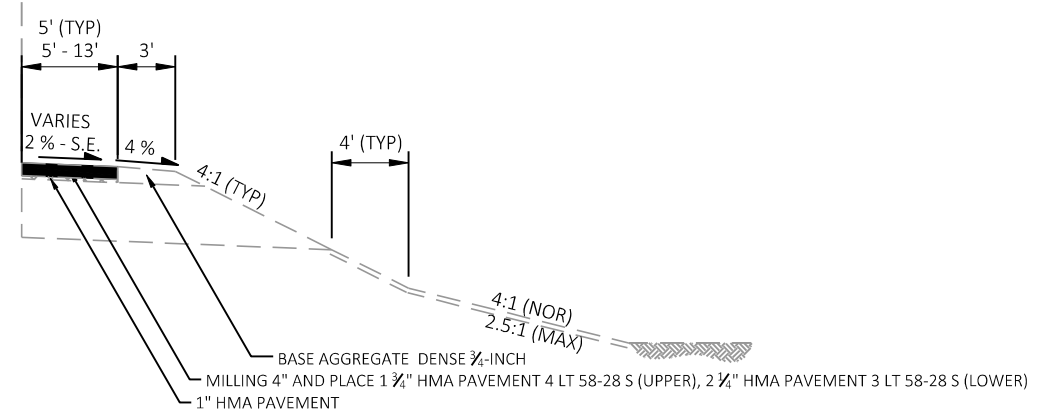
FINISHED TYPICAL SECTION STH 67
STA 283+85 TO STA 309+20



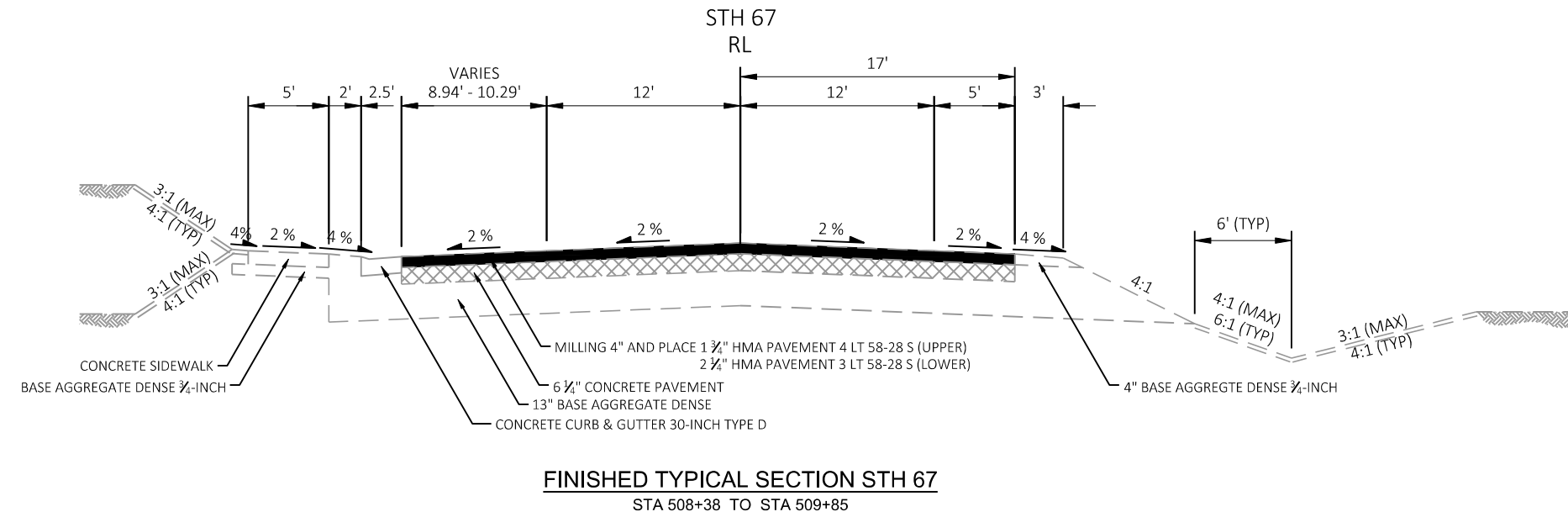
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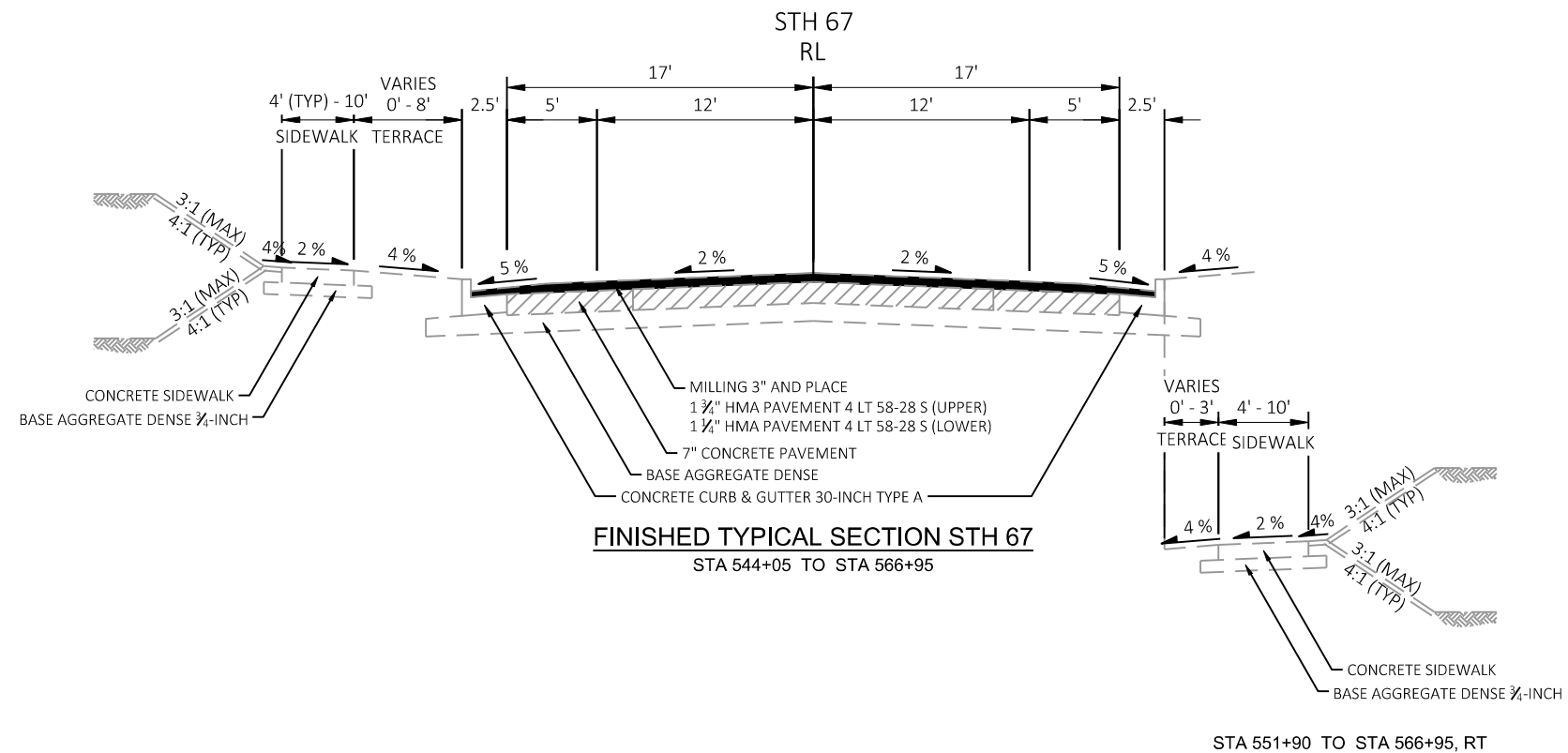
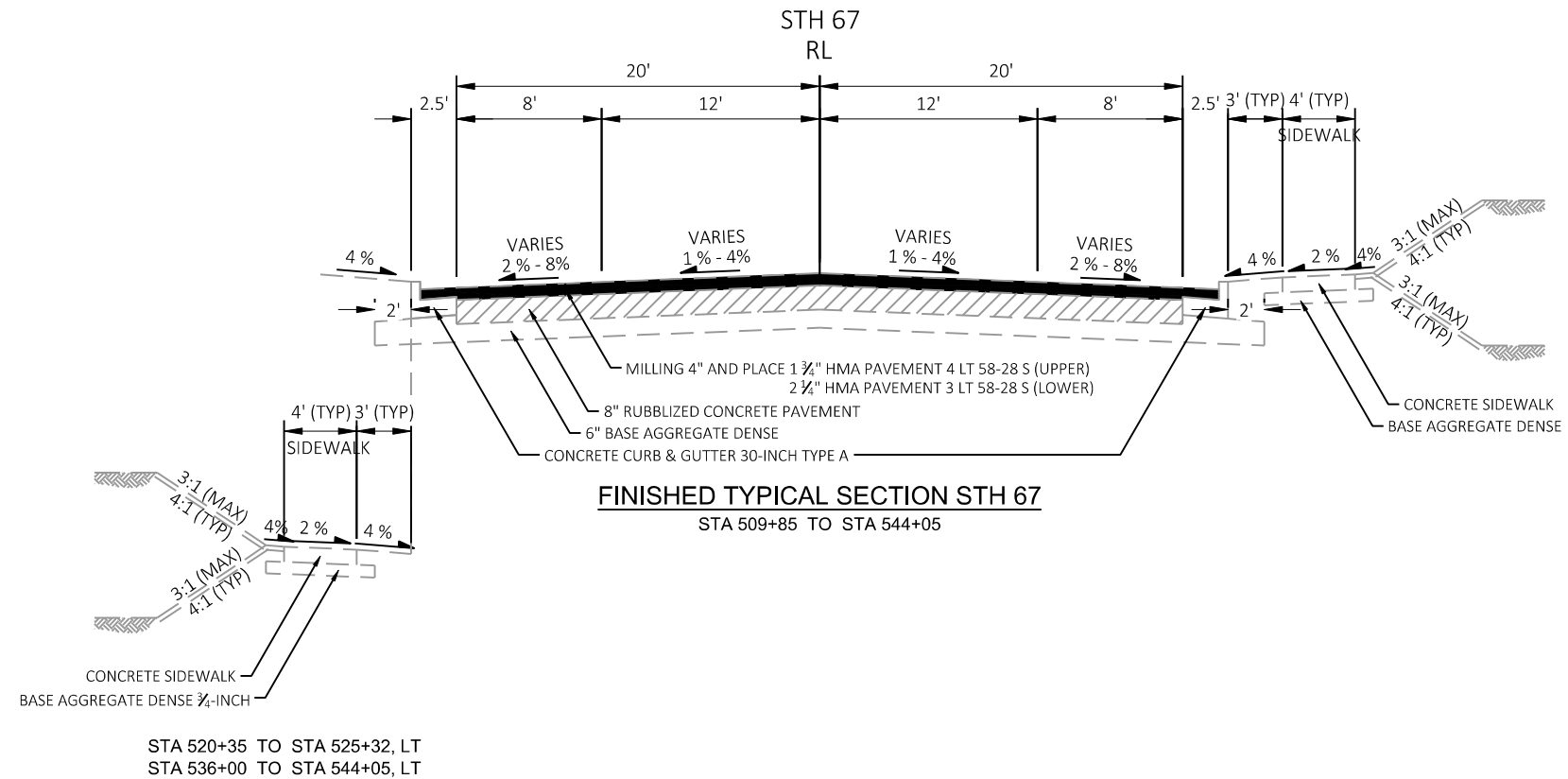


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STA 322+93 TO STA 330+11, LT
STA 388+86 TO STA 390+20, LT
STA 403+14 TO STA 404+43, LT
STA 456+09 TO STA 457+31, LT
STA 309+67 TO STA 316+44, RT
STA 328+22 TO STA 329+71, RT
STA 403+50 TO STA 404+30, RT
STA 421+05 TO STA 422+35, RT
STA 456+01 TO STA 457+35, RT



FINISHED TYPICAL SECTION STH 67 AT INTERSECTION IMPROVEMENTS
TRANSITIONS TO CURB AND GUTTER SECTIONS, LT & RT





PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

TYPICAL SECTIONS - STH 67

SHEET

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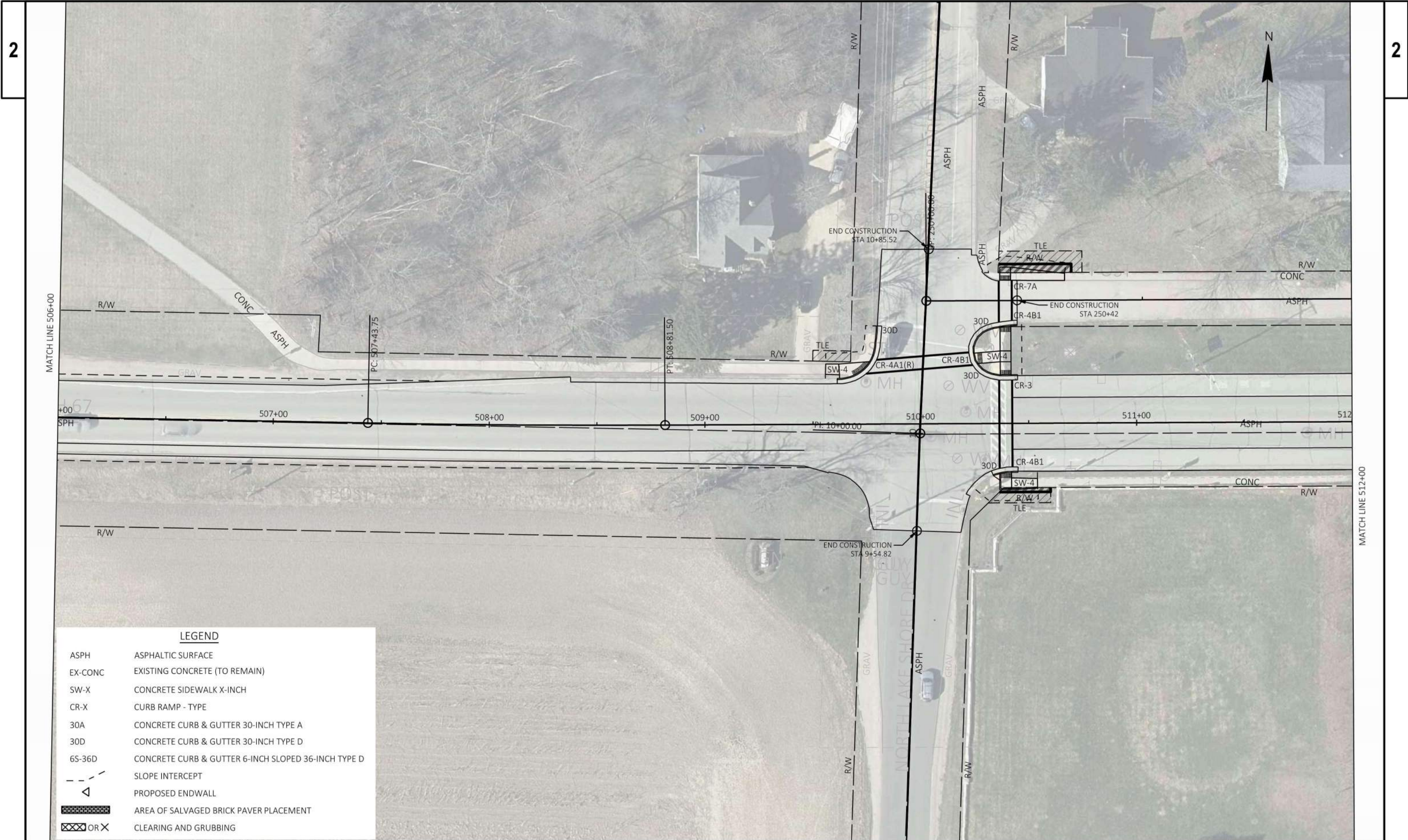
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PLOT NAME :

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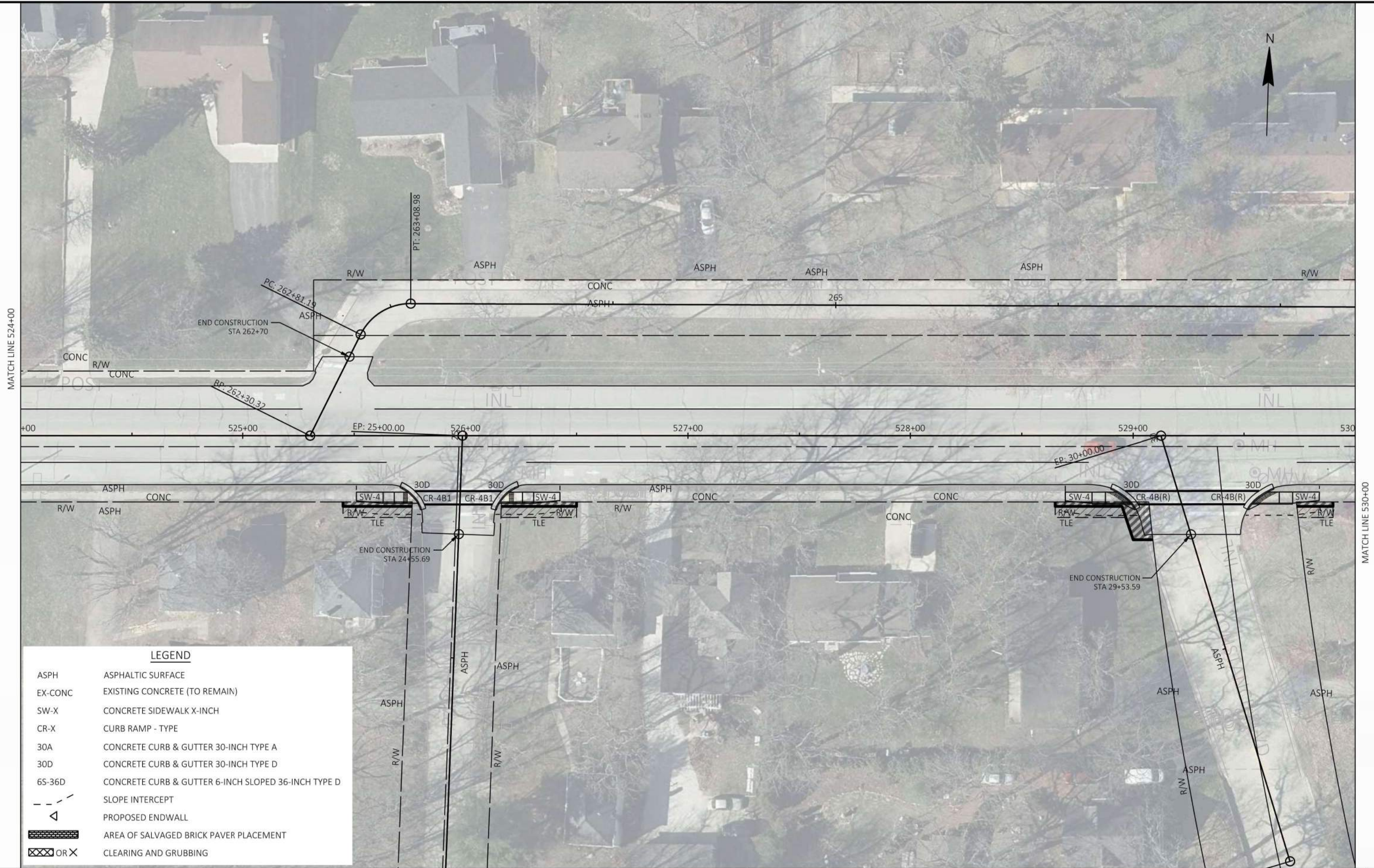
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<u>LEGEND</u>	
ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
	AREA OF SALVAGED BRICK PAVER PLACEMENT
 OR ✕	CLEARING AND GRUBBING

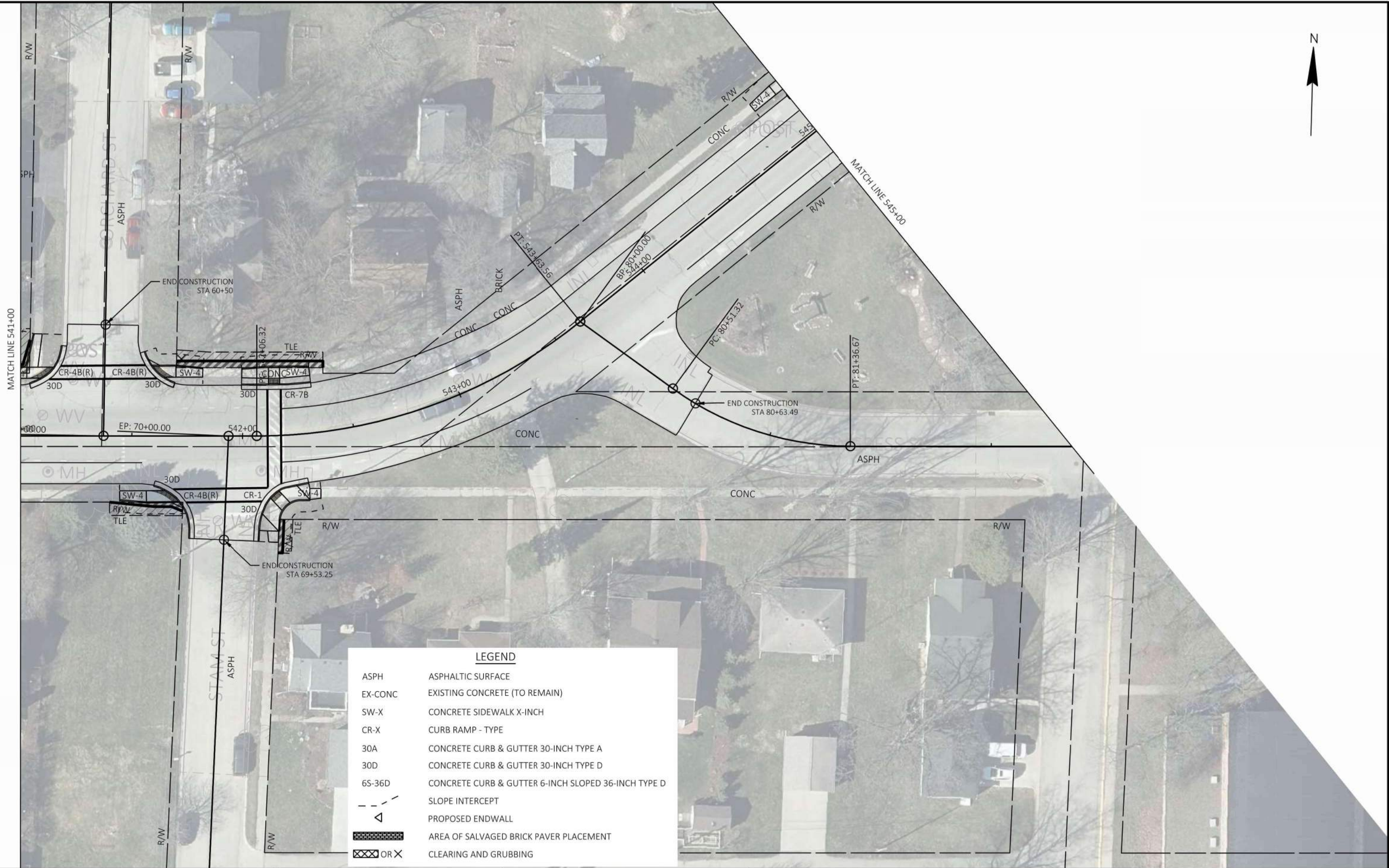






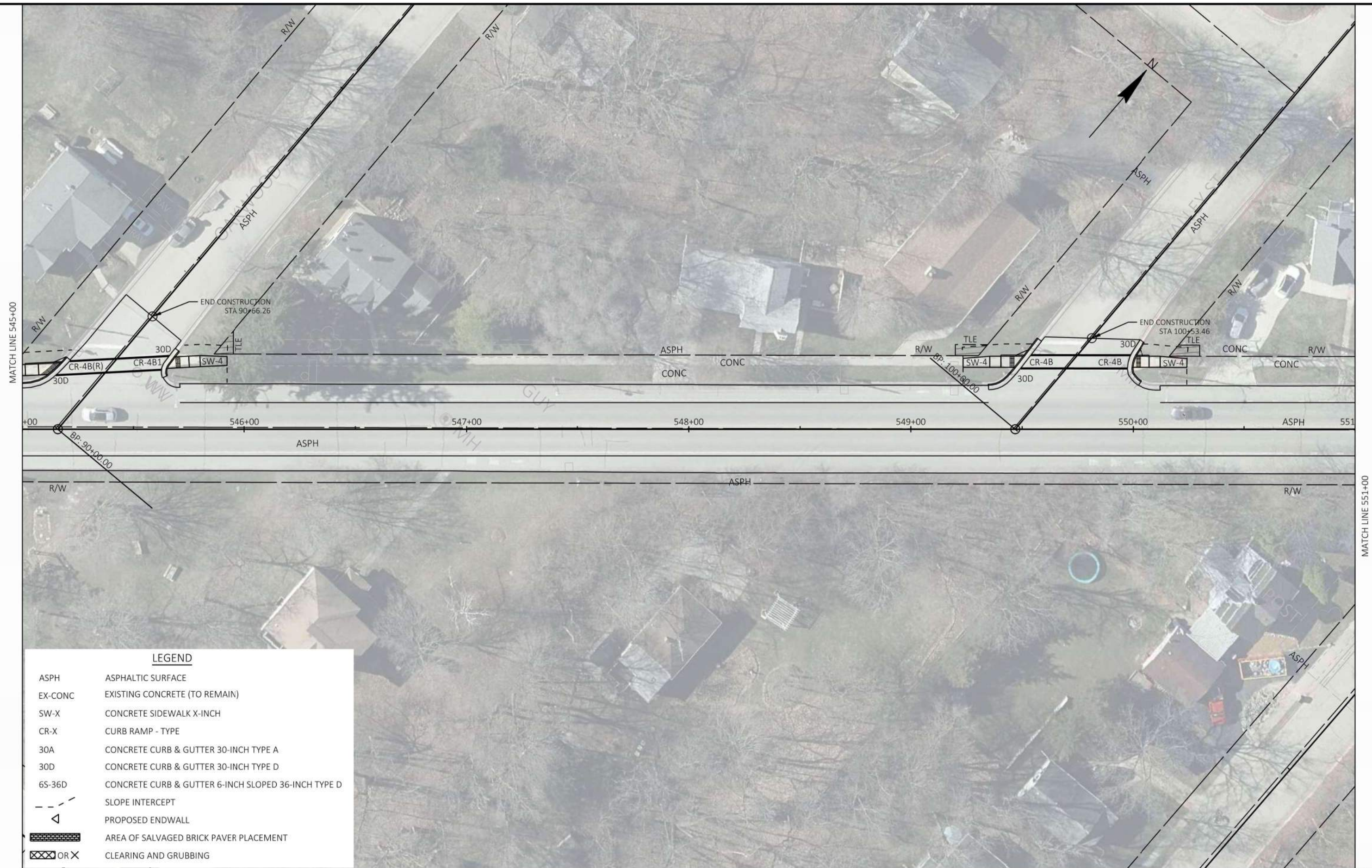


LEGEND	
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EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
△	PROPOSED ENDWALL
[Pattern]	AREA OF SALVAGED BRICK PAVER PLACEMENT
[Pattern] OR X	CLEARING AND GRUBBING



2

2



<u>LEGEND</u>	
ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
	SLOPE INTERCEPT
	PROPOSED ENDWALL
	AREA OF SALVAGED BRICK PAVER PLACEMENT
 OR 	CLEARING AND GRUBBING

PROJECT NO:	3325-08-70
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HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 66 E

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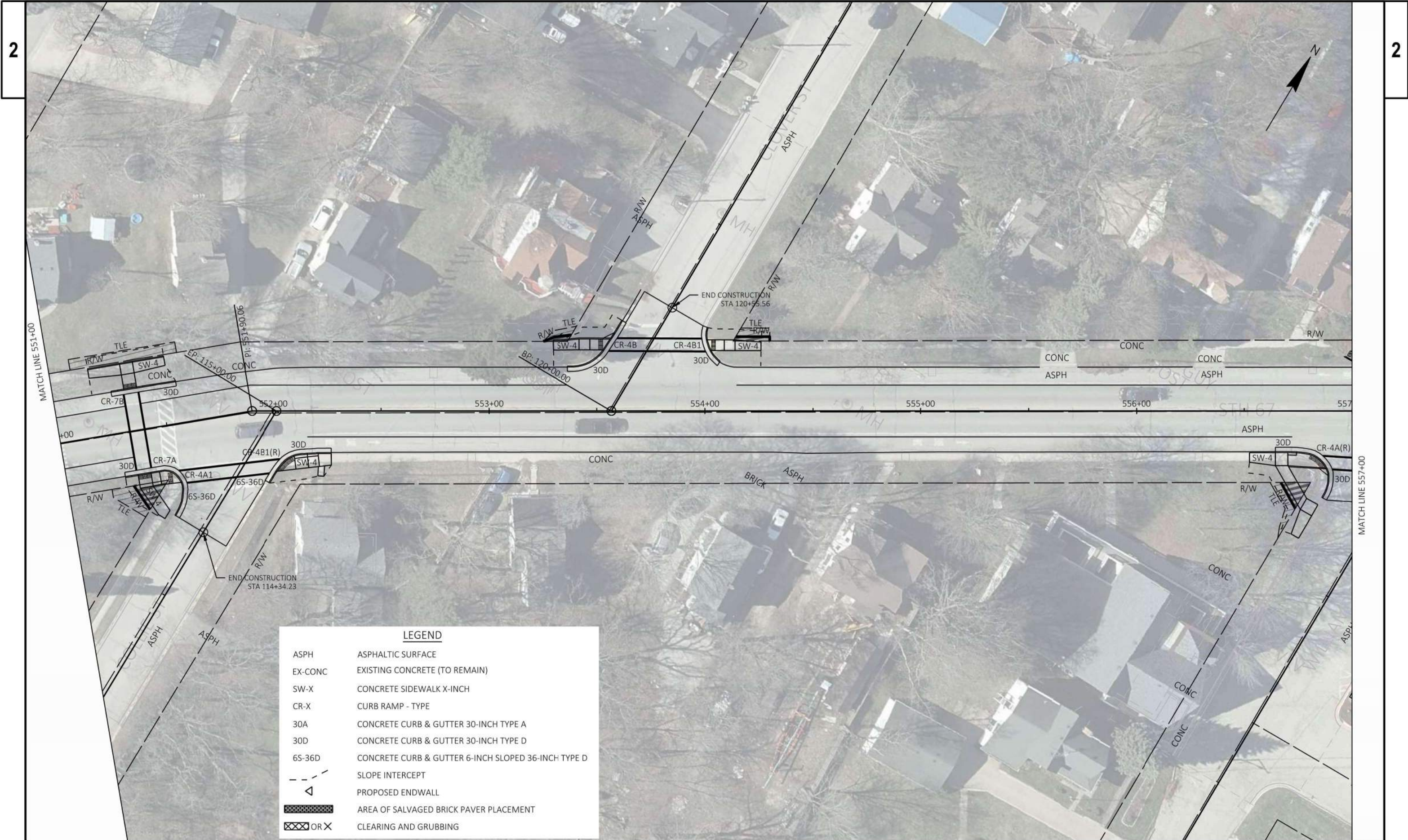
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WISDOT/CADDs SHEET 42



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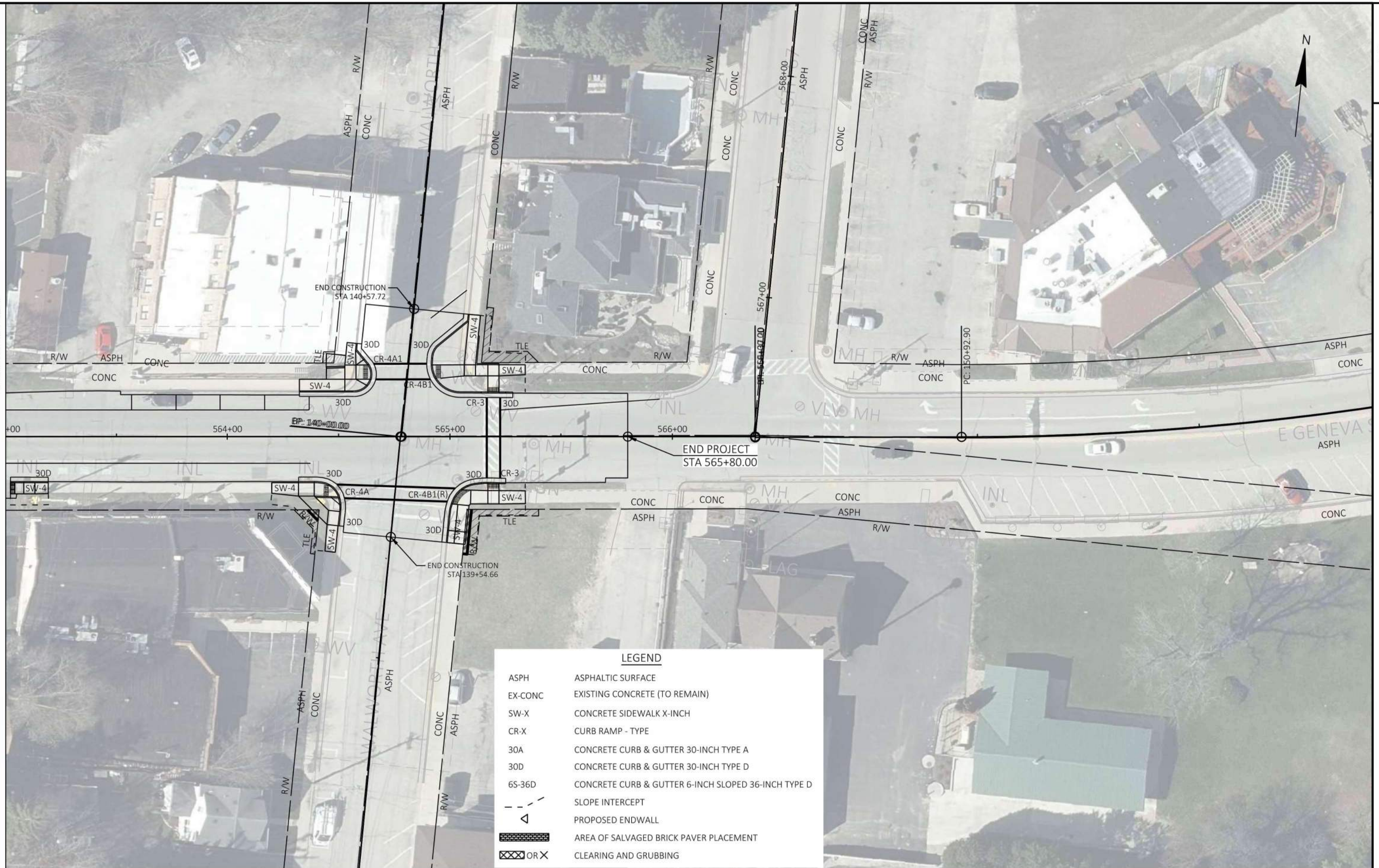
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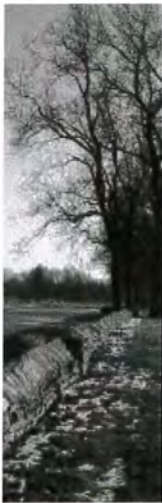
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MATCH LINE 563+00.15



Village of Williams Bay



Central Business District Streetscape Plan

Village of Williams Bay

Central Business District

Streetscape Plan

August 2004

prepared by:



Teska Associates

*Community Planning
Development Economics
Site Design
Landscape Architecture*

627 Grove Street
Evanston, Illinois 60201-4474
Tel: 847.869.2015
Fax 847.869.2059
www.TeskaAssociates.com

ACKNOWLEDGEMENTS

Current Enhancement Committee Members (2004- present)

Jim D'Alessandro, Chairman
Bob Kleber
Karen Beckman
Gunnar Olsen
Josh LaCroix

Former Enhancement Committee Members (2003-2004)

Mike Goodman, Chairman
Virginia Hasek
Don Parker
Bruce Spangenberg
Gunnar Olsen

Village Board

Trustee Goodman
Trustee Grove
Trustee Haak
Trustee Hasek
Trustee Chroust
Trustee Roth
Village President Weyhrauch

Walk-Through Attendees

Joey Coleson, Details, Bay Center Building
Virginia Hasek, Overland Antiques
Chris Schulz, The White House Salon
Wendy Fleming, Fleming's Print Shop
Gordon Roth, citizen
Kathy Tanking, Mid America Bank
Liz Bednarczyk, Former Antique & Coffee Shop Building
Barry Ploog, Bay Center Building
Maggie Gage, citizen
George Kanelos, citizen
Bruno 'Rick' Pfenning, Skips, Business Association President
Linda Learn, citizen
Chris Schultz, Janesville Gazette
Dan Lassiter, Janesville Gazette
Tony Navilio, citizen

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I. INTRODUCTION

The Village of Williams Bay is distinguished by the historic proximity of Geneva Lake, Kishwaukee Nature Preserve, Yerkes Observatory, and picturesque campgrounds and retreat areas. These features make Williams Bay an attractive community with extraordinary potential for development. In 1999 the Village adopted a Comprehensive Plan, one chapter of which presented recommendations for Central Business District (CBD) developments and enhancements. This Streetscape Plan has been prepared to guide the Village towards streetscape improvements that provide attractive settings for future developments as well as enhance and respect the existing characteristics unique to the area, consistent with the 1999 Comprehensive Plan.

In the fall of 2003 the Williams Bay Enhancement Committee met on several occasions to discuss the need for and ways to enhance the attractiveness of the Central Business District and the balance of the community. A representative of the Williams Bay Business Association participated in some of these meetings and encouraged the village government to invest in physical improvements to public rights-of-way and other properties as an incentive for increased customer visits and private investments. Based on a recommendation from the Enhancement Committee the Williams Bay Board of Trustees entered into an Agreement with Teska Associates, Inc. in December to prepare a Streetscape Plan for the Central Business District and to initiate an update of the adopted 1999 Comprehensive Plan.

This report summarizes Streetscape Plan recommendations and options from which the Village can select specific types of enhancements. The following enhancements are described in the report as **examples, options and recommendations**. On the one hand, this plan is conceptual in nature. On the other hand, it is specific in nature, especially as it applies to recommendations that can be implemented as early as fall, 2004.

This report concludes the scope of work outlined in the December, 2003 Agreement.



View to Williams Bay Lakefront from Geneva Street



Kishwaukee Nature Preserve



Yerkes Observatory



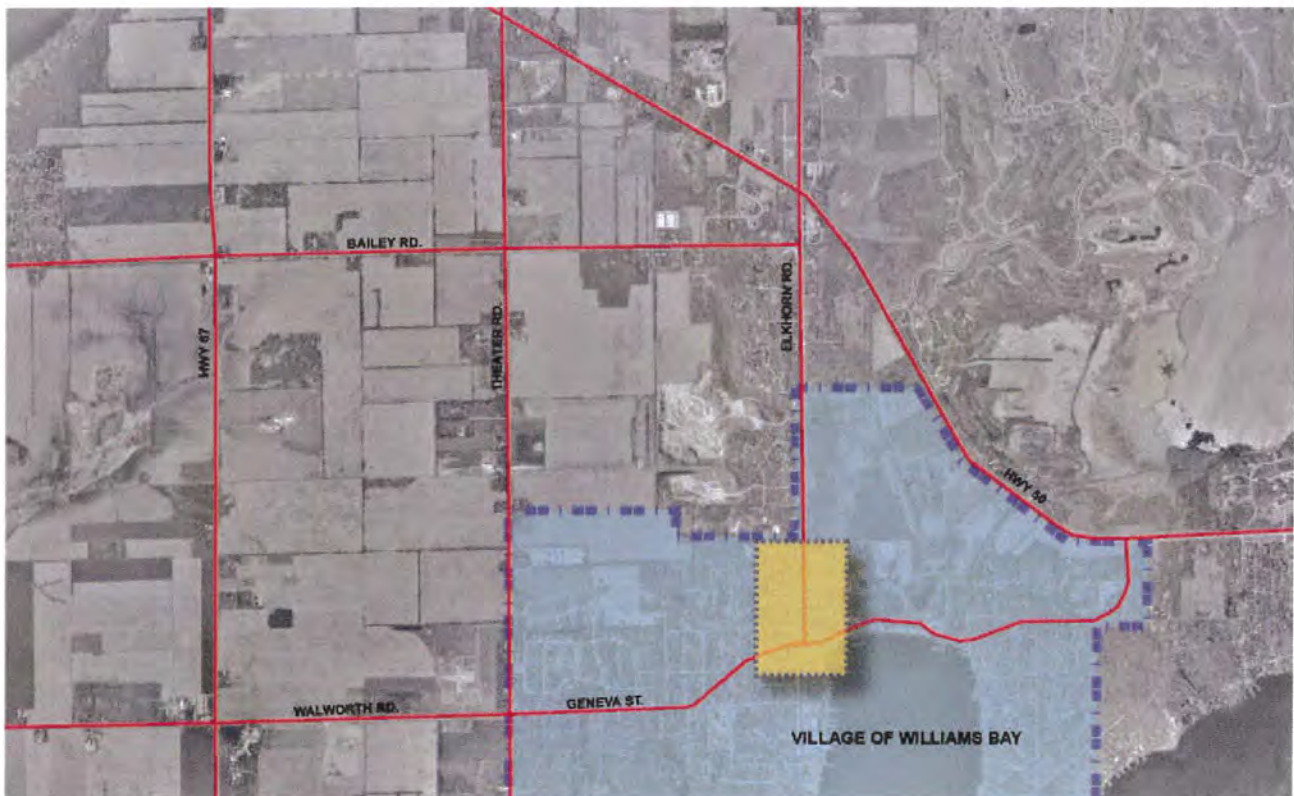
Conference Point Center

Streetscape Study Area

The Village of Williams Bay Central Business District Streetscape Plan is a vision for the downtown core of Williams Bay, which is generally located between Stark Street on the north and Elm Street on the south (*Map 1*). Additional areas located at the Village boundaries along east and west Geneva Street and along Elkhorn Road are considered as Gateways into the Central Business District (*Map 2*). The area consists of a diversity of uses, including restaurants, shops, services, and residences. The intent of this plan is to create an attractive pedestrian oriented environment that frames the public streets and creates a unified setting for existing and potential future uses.



Map 1 - Streetscape Study Area within the CBD



Map 2 - Streetscape Study Area within the Williams Bay Regional Area

Key Elements from Comprehensive Plan

The Streetscape Plan further promotes themes discussed in the 1999 Comprehensive Plan, which stated the following goals and objectives:

"The overall goal is:

A central business district developed primarily as a resident service center and visitor attraction consistent with desired character and image of the entire Village.

Five objectives that support that goal are:

- **Strengthen opportunities for local residents** – shopping, services, employment, and business development;
- **Strengthen economic vitality** – productivity, financial performance, and fiscal health;
- **Enhance sense of place** – an attractive and memorable visual image;
- **Encourage spirit of community** – that which brings people together to share positive experiences;
- **Create residential harmony** – appealing living environments within and/or adjacent to the business district."

Public Process and Community Input

Preparation of the Streetscape Plan involved a series of tasks which are listed below. All meetings that occurred within the context of this process were open to the public. The consultant thanks those attendees for their valuable input and enthusiasm.

- A project initiation meeting (12 January 2004) to review the planning, design and development concepts and principles for the CBD recommended in the Comprehensive Plan adopted by the Board of Trustees in 1999.
- A field reconnaissance of the central business district by the consultant team (12 February 2004).
- A "project walk-through" (03 March 2004) of the CBD conducted by the consultant for village officials, local business persons and property owners, and the general public.
- A meeting with "stakeholders" (03 March 2004) to review observations from the walk-through, discuss public inputs to the planning and design concept, and build a consensus for key principles and high priority improvements.
- Preparation of streetscape concepts, design options, and related costs.
- Two meetings with the Enhancement Committee (19 May 2004, 02 June 2004) and one meeting with the Board of Trustees (21 June 2004) to present and discuss consultant recommendations and public



Project Walk Through - 03 March 2004

2. CONCEPTUAL STREETSCAPE PLAN

Design Guidelines

During the public process, design guidelines were discussed. The following guidelines served as the framework for developing the streetscape plan.

- Increase connectivity throughout the downtown.
- Enhance the “sense of place” through streetscape design.
- Create a central place focus within the downtown.
- Enhance the downtown with greenery/ plant materials.
- Extend and/ or repair sidewalks within the downtown area.
- Include lighting in the streetscape plan for night time uses.
- Include wayfinding and signage in the streetscape plan to direct pedestrians and motorists throughout the downtown.

The design guidelines are described in further detail in Figures 1 - 3.

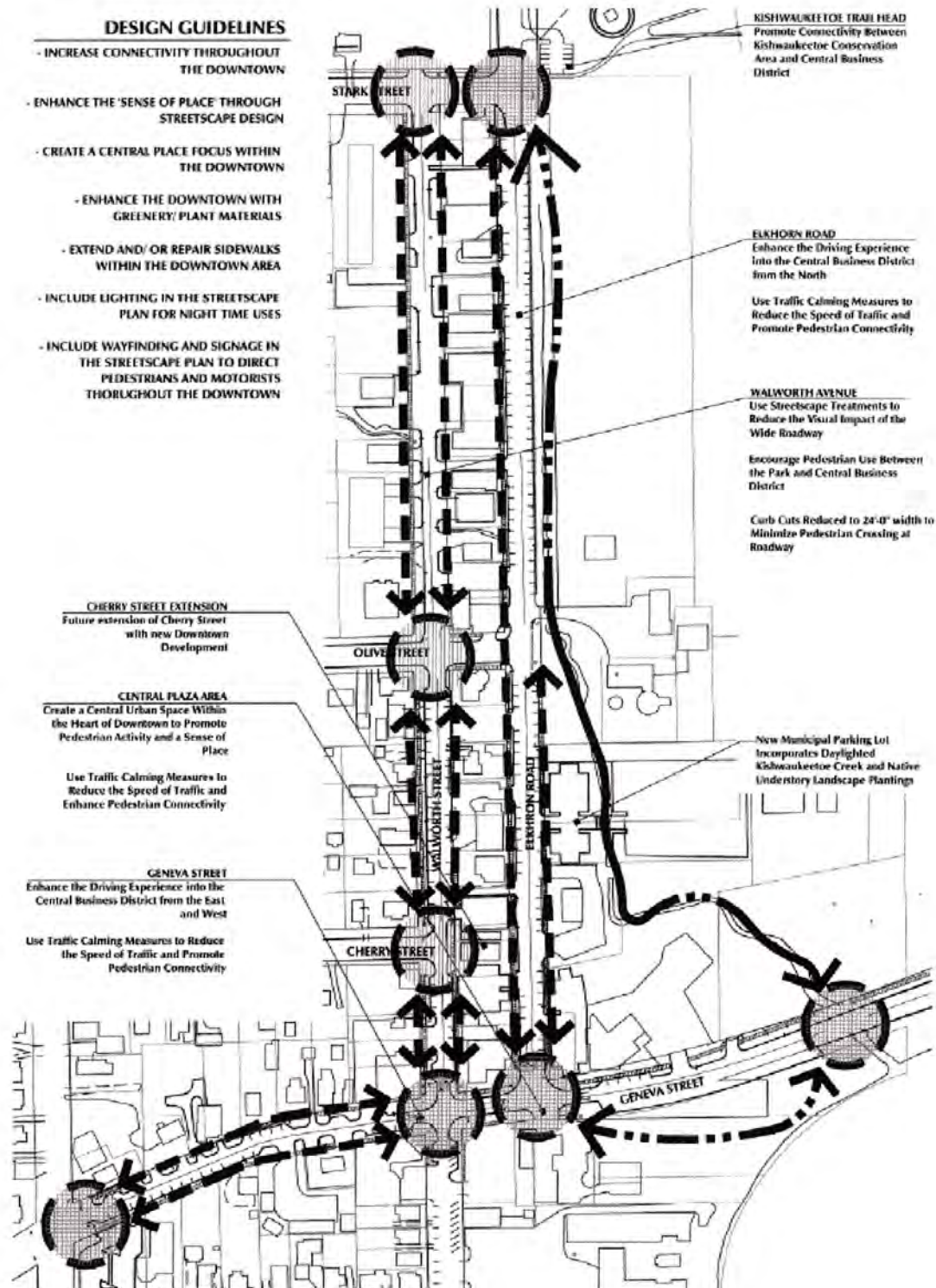
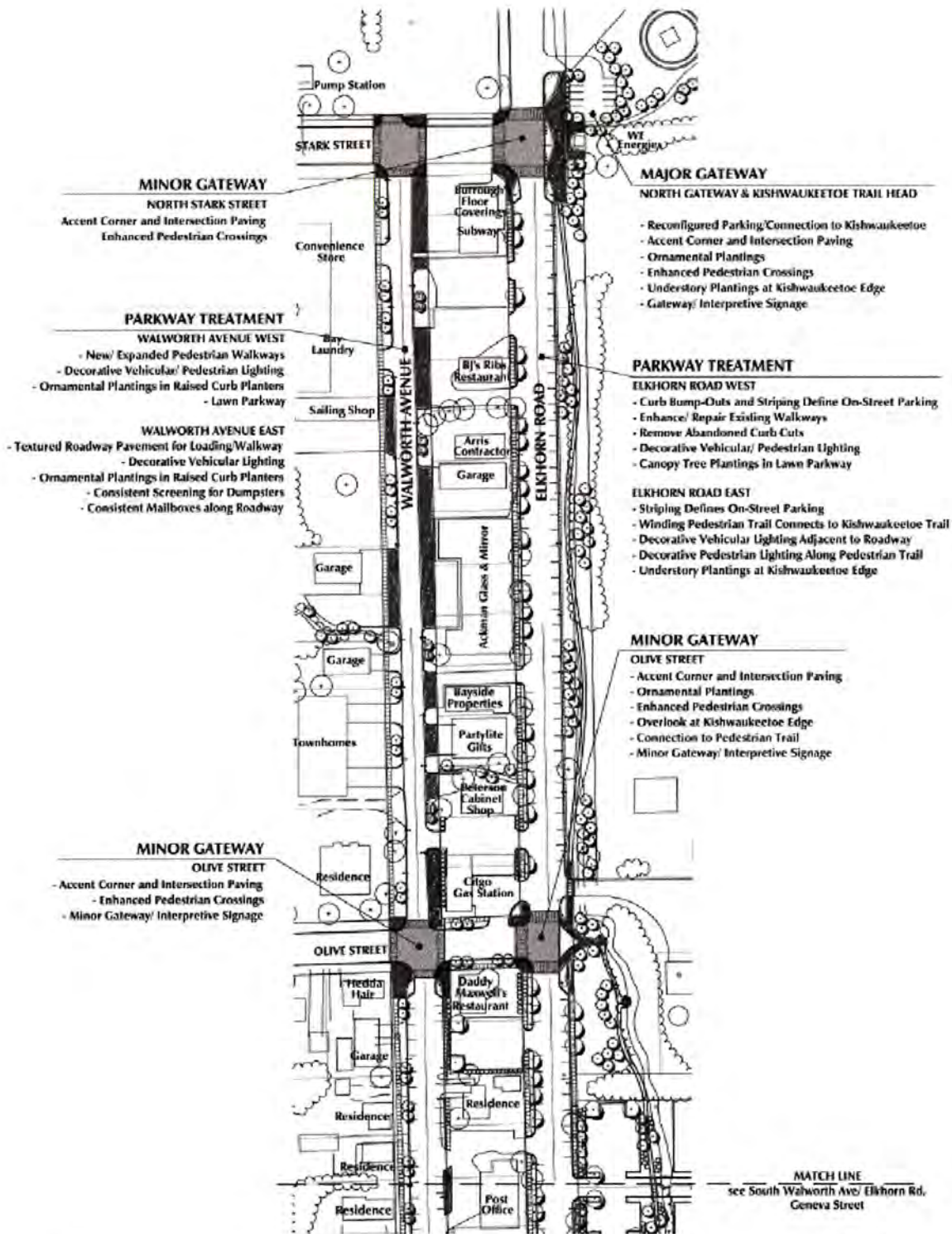


Figure 1 - Conceptual Streetscape Plan Design Goals



VILLAGE OF WILLIAMS BAY CENTRAL BUSINESS DISTRICT
Conceptual Streetscape Plan - North Walworth Avenue and Elkhorn Road

21 June 2004

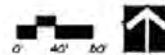


Figure 2 - Conceptual Streetscape Plan - North Walworth Avenue and Elkhorn Road



Central Business District Streetscape Plan

3. VEHICULAR APPROACH TO THE CENTRAL BUSINESS DISTRICT

Approaches to the CBD

Surrounding roadway networks are opportunities to attract motorists into the Village of Williams Bay. They also establish a transition between the surrounding high-speed highways and slower pace of the CBD.

The eastern approach (*Figure 4*) is accented by a dramatic view to Geneva Lake to the south as well as the Kishwaukee Nature Conservancy to the north. These picturesque views set the tone for the casual, naturalistic environment occupied by the Village of Williams Bay.

The approach from the north (*Figure 5*) is highlighted by the Kishwaukee Nature Conservancy to the east, presenting yet another natural edge to the CBD. This entrance also provides long views to the south along Elkhorn Road, terminating at the Fire Station.

The western approach (*Figure 6*) is situated at a high point within the CBD, granting the motorist expansive views to the east along Geneva Street and into the Geneva Lake Basin.



Figure 4 - Approach from the East



Figure 5 - Approach from the North



Figure 6 - Approach from the West



View Along Geneva Street Looking West



View Along Elkhorn Road, Looking South



View Along Geneva Street, Looking East

Slowing the Traffic

Once motorists are within the limits of the Central Business District, they are encouraged to reduce their speeds and respect the slower pedestrian characteristics of the area. A variety of streetscape improvements work together to both calm the traffic flow and enhance the visual appeal of the streetscape.

Curb Bump-Outs

Curb Bump-Outs or Knuckles (*Figure 7*) slow traffic by creating the illusion that the street narrows at intersections. However, the travel lanes themselves are not affected. Rather, the Curb Bump-Outs occupy the lanes otherwise related to parallel parking. In addition to implying the reduction of roadway width to the motorist, Curb Bump-Outs also provide a shorter crossing distance for pedestrians, encouraging safe walkable travel within the downtown area.

Curb Bump-Outs are defined on the outer edge by concrete curb and gutter which transitions into the existing curb and gutter of the roadway. They contain decorative paving, ornamental plantings, site furnishings, and landscape bollards.

Landscape bollards and ornamental planters are sited within the area to provide a buffering area between pedestrians and vehicles. Where bollards are sited adjacent to intersections, they should be spaced at least 36" apart to satisfy compliance with ADA Standards.

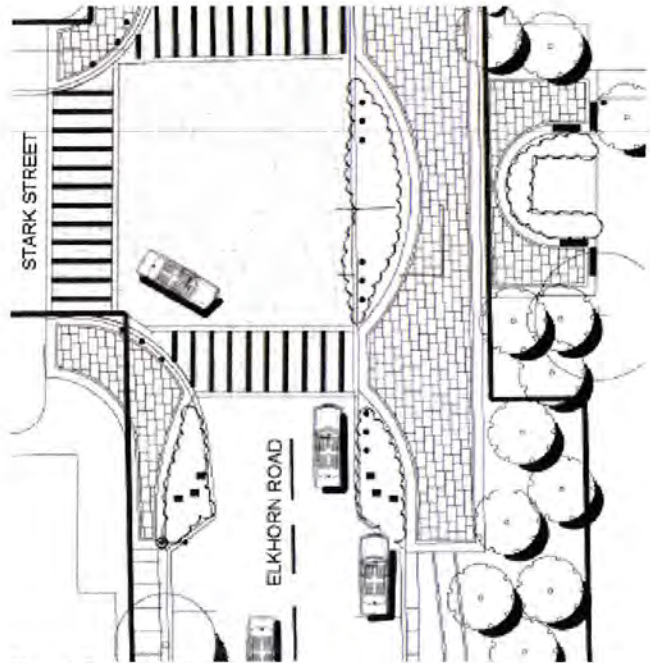


Figure 7 - Curb Bump Out



Examples of Landscaped Curb Bump Outs

Textured Pavement

Textured pavement surfacing (*Figure 8*) slows traffic by interrupting the smooth surface of the roadway with a textured surface. Textured pavement may be achieved with stamped asphalt or unit pavers. Both product types, when applied over a structural roadway base, are acceptable surfaces for truck and vehicle travel by roadway authorities.

In addition to interrupting the otherwise smooth texture of the roadway, textured pavement also provides a human-scaled surface that directs pedestrians safely across the road, encouraging safe pedestrian travel within the downtown area.

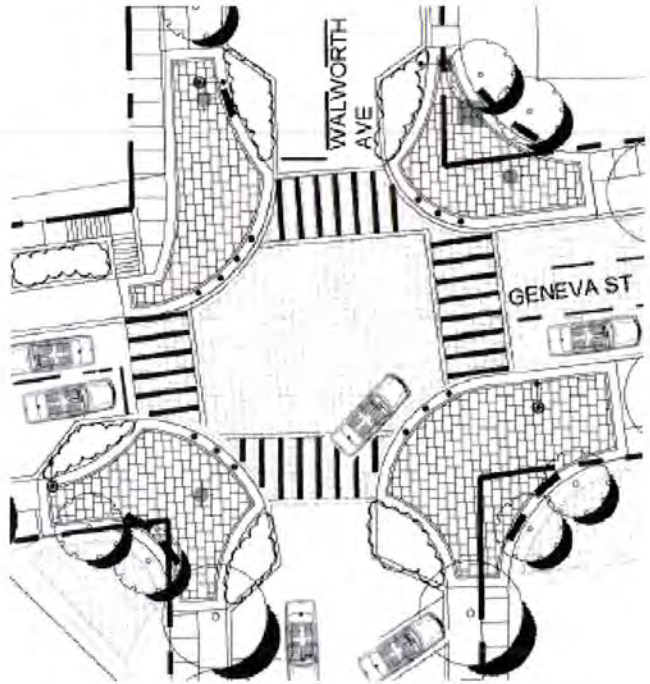


Figure 8 - Textured Pavement at Roadway Intersection



Examples of Textured Pavement Crossings

4. PEDESTRIAN CIRCULATION WITHIN THE CBD

Pedestrians are encouraged to walk within the CBD. The diversity of destinations within and surrounding the area, such as shops, Lions Field, the Lakefront and Kishwauketoe Nature Preserve, provide a variety of pleasant pedestrian experiences.

Pedestrian Circulation Routes

In addition to connecting the existing sidewalks that parallel the downtown roadways, additional pedestrian routes have been identified which provide the pedestrian with alternative routes to traverse the area (*Figure 9*).

- The Kishwauketoe Pathway follows the bubbling Kishwauketoe trout stream along the eastern edge of the CBD, connecting Lions Field with the Lakefront via picturesque pedestrian bridges.
- The new sidewalk located along the west side of Walworth Avenue connects Lions Field on the north with the heart of the CBD on the south.
- The new textured pavement surfacing located along the east side of Walworth Avenue connects Lions Field on the north with the heart of the CBD on the south. This pavement treatment reduces the implied large scale of the roadway through texturing and coloring the asphalt areas located along the wide loading areas.



Figure 9 - Pedestrian Circulation Diagram

Intimate Plaza Spaces

To encourage pedestrian use and an active CBD, intimate people spaces (plazas) are strategically placed throughout the area. These spaces are generally located near active recreational and entertainment areas, such as the Kishwauketoe Nature Preserve (Figures 10 - 11) and outdoor cafes and restaurants (Figure 12).

For the purposes of the Streetscape Plan, these plaza spaces are located within the public rights-of-way. However, their design may be accommodated to extend into private landscapes as well. For instance, an outdoor dining area would greatly benefit from the proximity of an adjacent public plaza. Not only would the perceived outdoor space seem larger, but the public plaza would also provide additional attractive landscape buffering from the roadway.

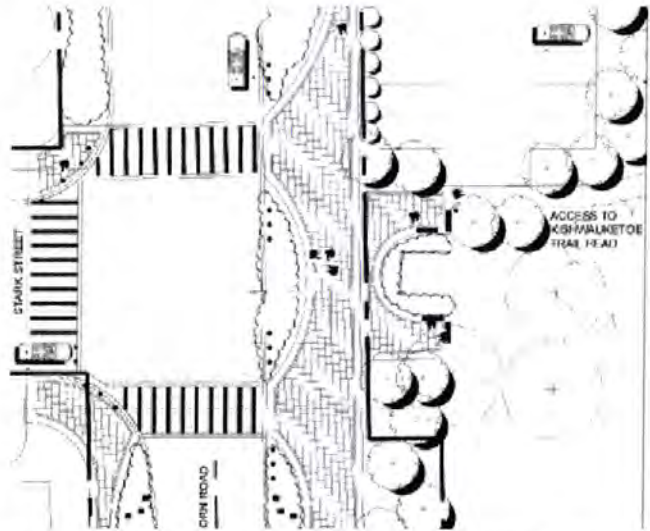


Figure 10 - Entry Plaza into Kishwauketoe at Stark Street

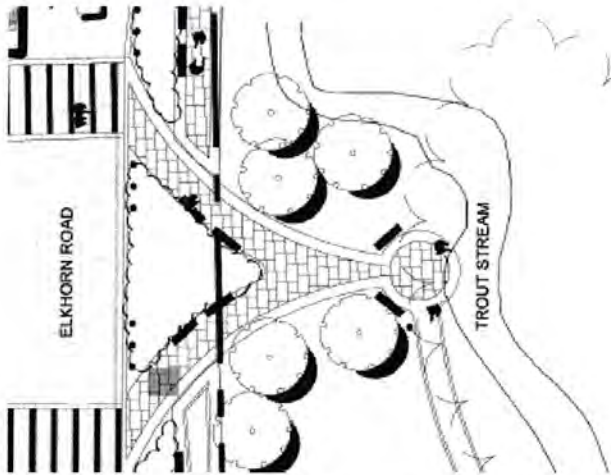


Figure 11 - Overlook Plaza into Trout Stream at Olive Street

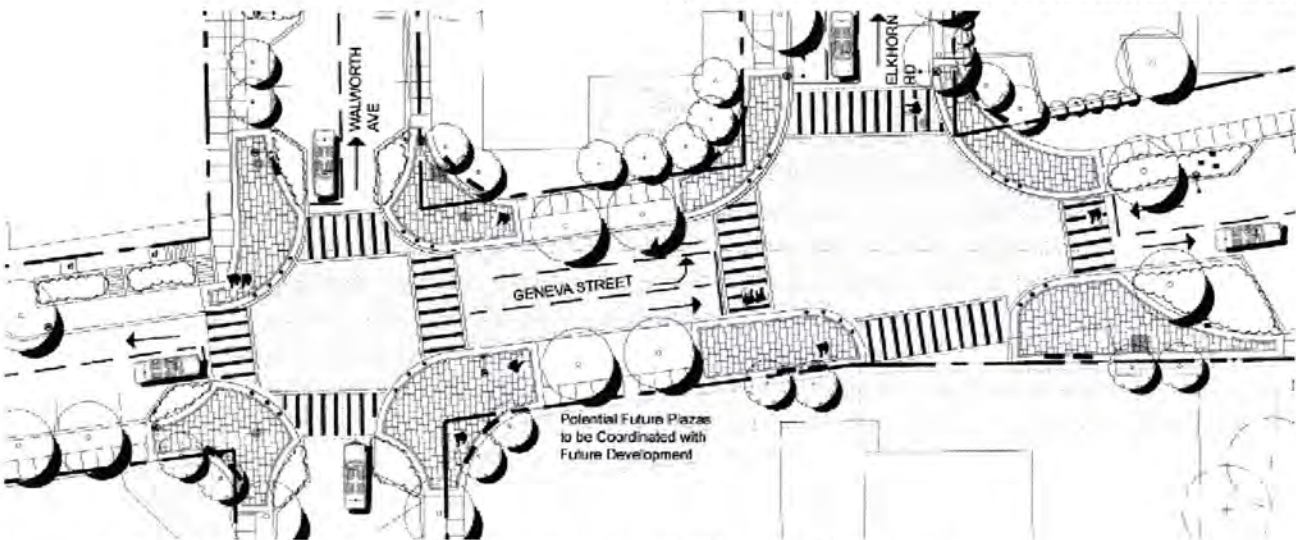


Figure 12 - Central Plaza at Geneva Street, Walworth Avenue, & Elkhorn Road Intersections

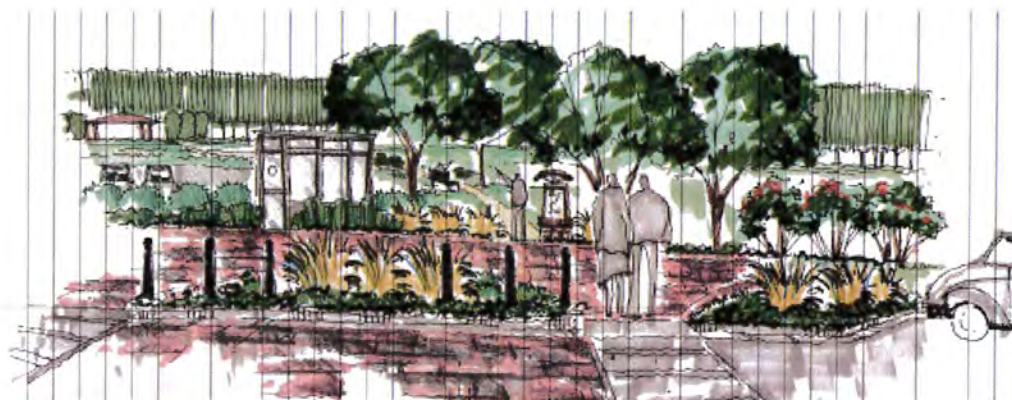


Figure 10a - View Looking east from Stark Street into Kishwauketoe Entry Plaza



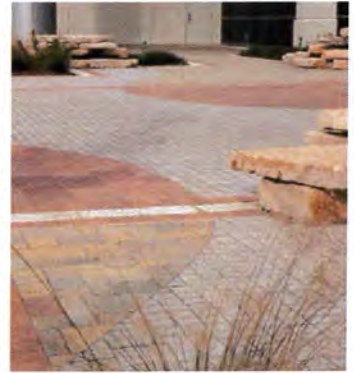
Figure 11a - View Looking east into Trout Stream Overlook Plaza



Figure 12a - View Looking West to Future Development and Cafe Seating Areas Surrounding Central Plaza

Human Scaled Elements Within Public Plazas

The plaza spaces are defined by decorative paving and planting materials. Appropriately sited street furnishings, such as benches, trash receptacles, bollards and bike racks provide human-scale elements that encourage pedestrians to stop, rest and linger for a while. These elements work together to provide protective buffering from the adjacent roadways, encourage attractive views, and create outdoor rooms within the area.



Examples of Plazas which integrate Sculptural and Human Scaled Elements

Programmed Events

The CBD may also be further enhanced by scheduled outdoor events. The size and scale of Walworth Avenue between Cherry Street and Geneva Street may accommodate events such as art fairs, block parties, and sidewalk sales. This section of Walworth Avenue may be closed to vehicular traffic to accommodate community events and bring additional activity to the downtown area.

To accommodate daily pedestrian traffic in this area, the Streetscape Plan proposes that the diagonal on-street parking be replaced with parallel parking, thereby reducing the width of the road and widening the public sidewalk (*Figure 13*).



Examples of Outdoor Community Events which may Take Place along Walworth Street

- Farmers Market
- Sidewalk Sale

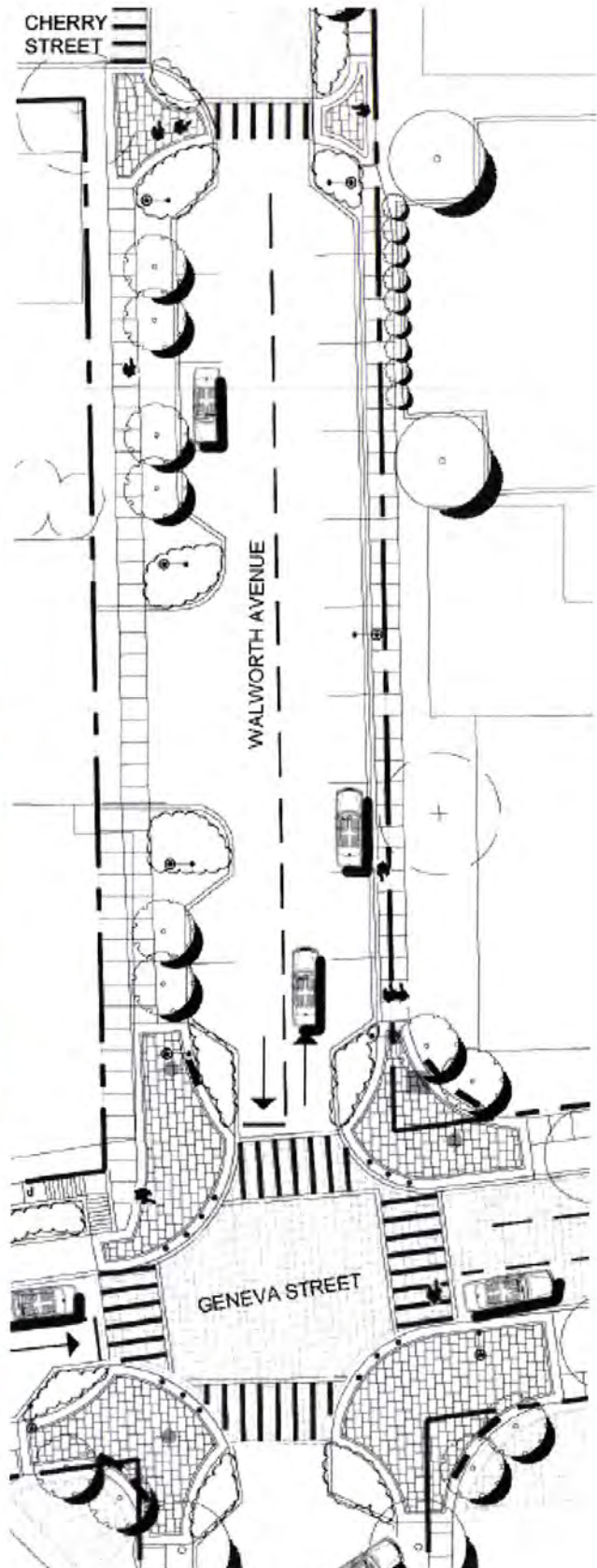


Figure 13 - Walworth Ave Events Space

5. STREETSCAPE ELEMENTS AND FEATURES

Elements and features that comprise the Streetscape Plan draw their inspiration from forms and materials that may be found in the nearby Kishwaukee Nature Preserve and lakefront areas. The close proximity of the downtown area to these naturalistic areas is a strong asset to the Village. The Streetscape Plan seeks opportunities to encourage references to these unique areas through the use of naturalistic materials and forms.

Gateway and Wayfinding Signage

Gateway and Wayfinding Signage is the Village's first opportunity to greet visitors to Williams Bay. Visitors are attracted to the heart of Williams Bay from the surrounding regional highway system through a hierarchy of signs. Signage panels vary in size and proportion as required by their functions and audiences. However, the structures that support the signs are recommended to be constructed of stone bases or piers with limestone copings to reflect the native stone indigenous to the region.

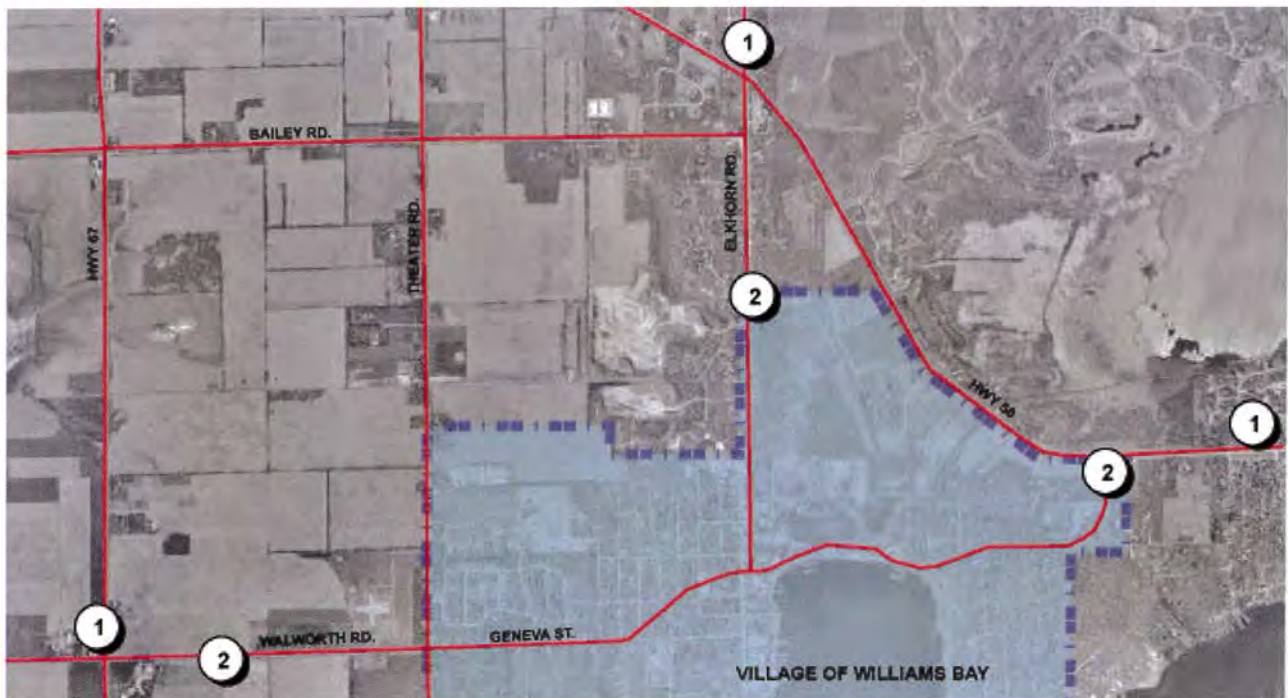


Figure 14 - Recommended Locations for Signage and Wayfinding Elements

The Signage Concepts (*Figures 14-15*) are intended to describe a hierarchical system of signage. These drawings are conceptual in nature. Next steps would be to refine the signage concepts, including finalized locations, detail dimensions, materials specifications, and planting plans.

Two primary highways serve Williams Bay: U.S. Route 50 and State Highway 67. These major travelways provide opportunities to attract motorists into Williams Bay. Clearly marked signage, consistent with Wisconsin D.O.T. standards, would establish Williams Bay as a key destination along the highways (*Sign Type #1*).

As the motorist continues along US. 50 and STH 67 towards the CBD, gateway and wayfinding signage elements further announce the approach towards Williams Bay and encourage the motorist to slow down and respect the CBD as a pedestrian-oriented destination.

- Located at the Village limits, the Village Gateway Sign (*Sign Type #2*) announces the arrival into Williams Bay. The sign incorporates recessed identification panels for individual community organizations to express themselves and their association with the Village.
- Located within the Central Business District, The CBD Gateway Sign (*Sign Type #3*) announces the arrival into the CBD itself. This sign may or may not be integrated with the Wayfinding Sign (*Sign Type #4*).
- Located at key intersections within the CBD, The Wayfinding Sign (*Sign Type #4*) directs visitors towards specific destinations such as the Village Hall, Lakefront, Public Library, and Kishwaukee Nature Preserve.
- Located within the Lakefront Park Area, east of the Fire Station, the Community Information Sign (*Sign Type #5*) provides information to residents and visitors about upcoming community events.

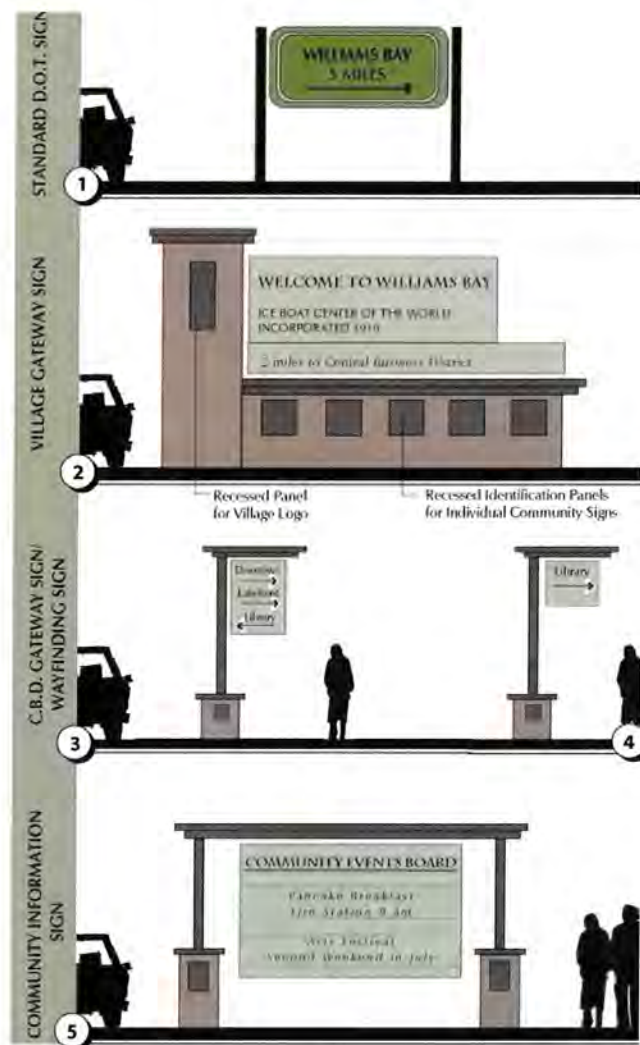


Figure 15 - Recommended Signage and Wayfinding Concepts

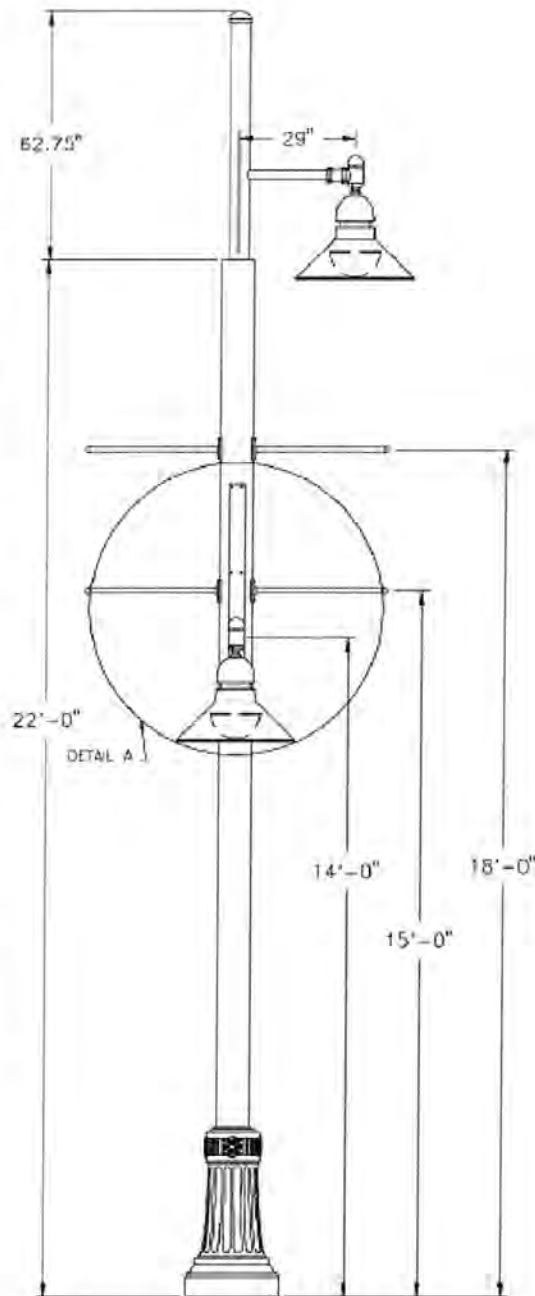
Lighting

Yerkes Observatory is a unique feature of the Village, which is historically supported by the dark night skies found in Williams Bay. As development occurs within the area, the Village is encouraged to enforce a lighting ordinance, which promotes lighting practices consistent with energy conservation, safety needs, and preservation of the natural night environment. The goals for lighting regulations in the CBD should be to use minimum light levels to reduce wasted light, glare, and trespass.

In keeping with preservation of the natural night sky, the Streetscape Plan recommends the use of Full Cutoff Fixtures. A luminaire is considered full cutoff when no light is directed at or above a horizontal plane. Thus, there will be little to no light at the angles that are usually associated with glare.

The streetscape plan recommends that lights mounted on poles be no taller than 24' ht. The light poles should be selected to accommodate any desired decorations, such as banner arm attachments and electrical access. Banner arm attachments should match the color of the light pole.

The recommended decorative light pole assembly includes a vehicular scale pole with pedestrian arm attachment and banner arms. The recommended fixture is a full cutoff luminaire to support preservation of the natural night sky. Final photometrics and dimensional layout of lights should be coordinated with the Village Engineer and product manufacturer.



PRODUCT: Vehicular scale light pole with pedestrian arm attachment and banner arms, Hallbrook Fixture with Yorkville decorative base, black metal finish
MANUFACTURER: Holophane Lighting
CONTACT: www.holophane.com

Banners and Decorations

Light poles may be constructed to accommodate banners and holiday decorations. It is strongly recommended that the color of banner arm attachments match the poles they are mounted on.

A seasonal display program would enliven the CBD. Seasonal displays may include the following:

- Themed banners mounted on light poles
- Holiday lights strung on tree canopies, tree trunks and light poles
- Seasonal planting displays in decorative planters

Banners and flags are available in a wide variety of forms and colors, and may be provided by numerous manufacturers. Options for banners and flags distributors are provided below.

Flags and wall mounted banners may be used at the exterior walls of civic buildings, such as the Fire Station, Village Hall and Library.

Pole mounted banners may be incorporated into light poles placed adjacent to the roadway.



PRODUCT: Canvas Flags and Banners
MANUFACTURER: Flagraphics
CONTACT: 800.323.9015, www.flagraphics.com



PRODUCT: Canvas Banners
MANUFACTURER: Downtown Graphics Network
CONTACT: 800.884.0855, www.dgninc.com

Vehicular Pavements

The roadway pavement should maintain its primary function of allowing safe travel for vehicles. Major roadway intersections, however, are also opportunities to modify the pavement surface with colors and textures, which encourage vehicular traffic to slow down and pedestrian traffic to safely cross.

Existing roadway intersections are enhanced with colored and textured stamped asphalt treatments. Pedestrian crossings are enhanced with additional textures and colors to further distinguish the pedestrian zone from the vehicular area.

Stamped and colored asphalt is a process by which the existing roadway surface is heated, colored and imprinted with a prefabricated form. A variety of textures and colors are available. It is recommended that the textured asphalt be coordinated with paving within the adjacent curb bump-outs.



PRODUCT: Textured Asphalt Paving
MANUFACTURER: Streetprint
CONTACT: 800.688.5652, www.streetprint.com

Pedestrian Pavements

Plaza spaces should celebrate the Lakefront and the Village's close relationship with water. Where appropriate, sculptures that integrate water as a primary feature should be integrated into plaza spaces. Similarly, pavements constructed of precast concrete pavers mounted on a sand base provide a place for runoff to filter through and drain back into the landscape.

Pedestrian pavements are generally located within Curb-Bump Outs and are useful in defining a safe pedestrian area adjacent to roadway crossings.

It is recommended that a common pattern and color theme be selected to unify the entire downtown area. Select photos depict the use of borders and fields in defining paving areas. This arrangement technique is preferred as it will clearly define the edge which separates the roadway from the pedestrian plaza.



PRODUCT: Concrete Paving Units
MANUFACTURER: Unilock
CONTACT: 630.892.9191, www.unilock.com

Site Furnishings

Benches and trash receptacles are recommended to be constructed of a combination of wood and metal materials. Metals provide the much needed durability in an active CBD setting. Wood provides both an element of comfort and reference to the forested areas and boardwalk systems found in Kishwauketoe Nature Preserve.

Benches and trash receptacles are generally located in pedestrian plaza areas. Benches should be oriented to make use of desirable views, such as towards the Lakefront, Lions Field, Kishwauketoe Nature Preserve, and trout stream. Benches should also be sited where they will have protection from adjacent roadways, such as adjacent to planter areas.



PRODUCT: Santana Bench with Ipe Wood Back and Black Metal Finish

MANUFACTURER: Creative Pipe, Inc.

CONTACT: 800.644.8467, www.creativepipe.com



PRODUCT: Desperado Trash with Ipe Wood and Black Metal Finish

MANUFACTURER: Creative Pipe, Inc.

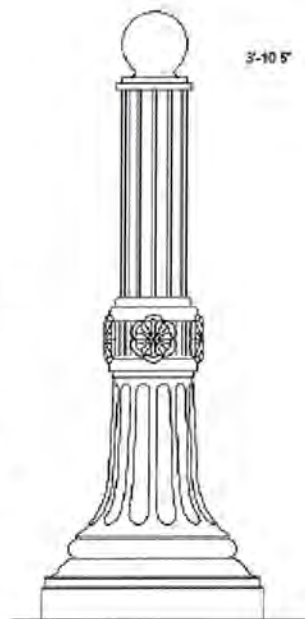
CONTACT: 800.644.8467, www.creativepipe.com

Bollards and Bike Racks

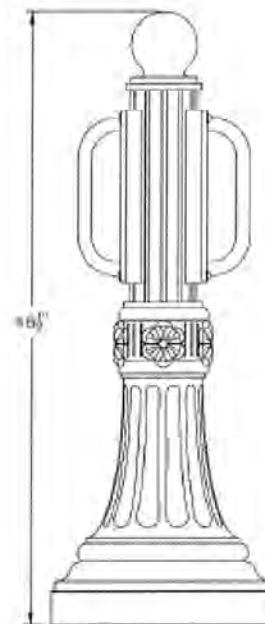
Where plaza spaces abut roadways, landscape bollards provide a layer of buffering between pedestrians and vehicles. Visually, landscape bollards are intended to match the decorative bases of light poles. Bike racks, constructed of bollards with welded pipe sections attached, provide places to store bicycles. Visually, the bike racks are intended to match the bollards and light pole bases.

Bollards are generally located within curb bump-outs to define the edge of the pedestrian zone. The bollards provide a buffer between pedestrians and vehicles. Where bollards are sited adjacent to intersections, they should be spaced at least 36" apart to satisfy compliance with ADA Standards.

Bike racks should be located within the CBD in areas where bicyclists can store their bikes and walk around the area. Bike racks may be located in the following areas: the Lakefront, central plaza area, Library, Lions Field, and Village Hall. It is important that final locations for bike racks be coordinated with nearby property owners and functions of the roadway to prevent conflicts.



PRODUCT: Yorkville Bollard, black metal finish
MANUFACTURER: Holophane Lighting
CONTACT: www.holophane.com



PRODUCT: Yorkville Custom Bike Rack, black metal finish
MANUFACTURER: Holophane Lighting
CONTACT: www.holophane.com

Plant Materials

Plant materials native to the region and generally found in naturalistic areas, such as Kishwauketoe Nature Preserve, are integrated into the streetscape. Shade trees planted in grassy parkways and ornamental grasses planted in plaza planters are selected for their native attributes as well as their salt and urban tolerance.

TREES IN LAWN PARKWAY AREAS

(Along Elkhorn Rd & Geneva Street, where overhead wires do not exist)



Fraxinus americana
American Ash



Tilia americana
American Linden



Acer saccharum
Sugar Maple

TREES IN LAWN PARKWAY AREAS

(Along Walworth Ave, where overhead wires exist)



Amelanchier laevis
Allegheny Serviceberry



Syringa reticulata
Japanese Tree Lilac

UNDERSTORY TREES AT KISHWAUKEETOE EDGE

(Along west side of Elkhorn Rd, beneath existing canopy trees)



Rhus glabra
Smooth Sumac



Crataegus crusgalli
Cockspur Hawthorn

ORNAMENTAL GRASSES AT CURB BUMP-OUT PLANTERS

(Within plaza areas and curb bump-outs at roadway intersections)



Andropogon scoparius
Little Bluestem



Miscanthus sinensis
Maiden Grass



Calamagrostis x acutiflora
Feather Reed Grass

Maintenance Considerations

As the Village moves forward with ordering and installing the streetscape materials shown in the plans, it is recommended that coordination occur between the Village and Public Works Department.

The streetscape elements shown in this Streetscape Plan are recommendations which may be adjusted to accommodate both Village needs and public works practices. For instance, trash receptacles may be modified to allow for top loaded or side loaded access. Coordination between Village departments will ensure that the installed streetscape elements are both attractive and useful additions to the CBD.

6. STREETSCAPE IMPLEMENTATION

While the Streetscape Plan has been designed as a cohesive whole, it is also based in the realism that it be constructed over a period of time as Village funding and other priorities dictate. The Phasing Plan (*Figure 16*) organizes the Streetscape Plan into smaller projects that may be constructed in parts.

Estimated costs by phase and type of improvement are contained in the Appendix. The purpose of these cost estimates is not to establish a total municipal budget for streetscaping, but rather to guide decision-making from phase to phase and to assist decision-makers in selecting various types of improvements and products. Some streetscape improvements are costly, but may have an enduring lifespan and a major positive influence on the public image of Williams Bay or on the safety and convenience of visitors to the central business district. Many are rightly considered as practical incentives for larger scale private investments in real estate development and new business start-ups. It is also essential to recognize that the seven phases of streetscape concept plan may be implemented over a decade or longer period of time, consistent with the community's commitment to the pursuit of various revenue sources and a multi-year budgeting process.

Successful streetscape projects require evidence of continuous commitment and tangible/visible progress. However, at times this can be accomplished at modest cost. For example, Phase 1 parkway tree plantings may be funded in the immediate future from the existing 2004 and 2005 fiscal year municipal budgets. Larger financial commitments may be made in future years, possibly with the issuance of municipal bonds. In addition, non-municipal sources should be aggressively pursued. For example, the village may be well advised to submit a grant application to the Wisconsin Department of Transportation for improvements along STH 67 under the TEA-21 Enhancements Program. With support from the Williams Bay Business Association, the municipality may also consider the creation of a Business Improvement District, a special taxing district permitted by state statutes for the financing of physical and other improvements within legally established districts. Even absent such a significant step, the Williams Bay Business Association may make a strategic, although lesser, financial commitment to selected projects. Furthermore, other local non-profit organizations may provide funding, e.g. the Lions Club, garden and arts clubs, Friends of the Kishwaukee, etc. It is also possible, even to be expected, that those interested in real estate development in the business district implement recommended streetscape improvements in front of or even on the site of their new projects. The key is that all reasonable funding sources be considered, utilized and coordinated in accordance with a common vision and a systematic program.

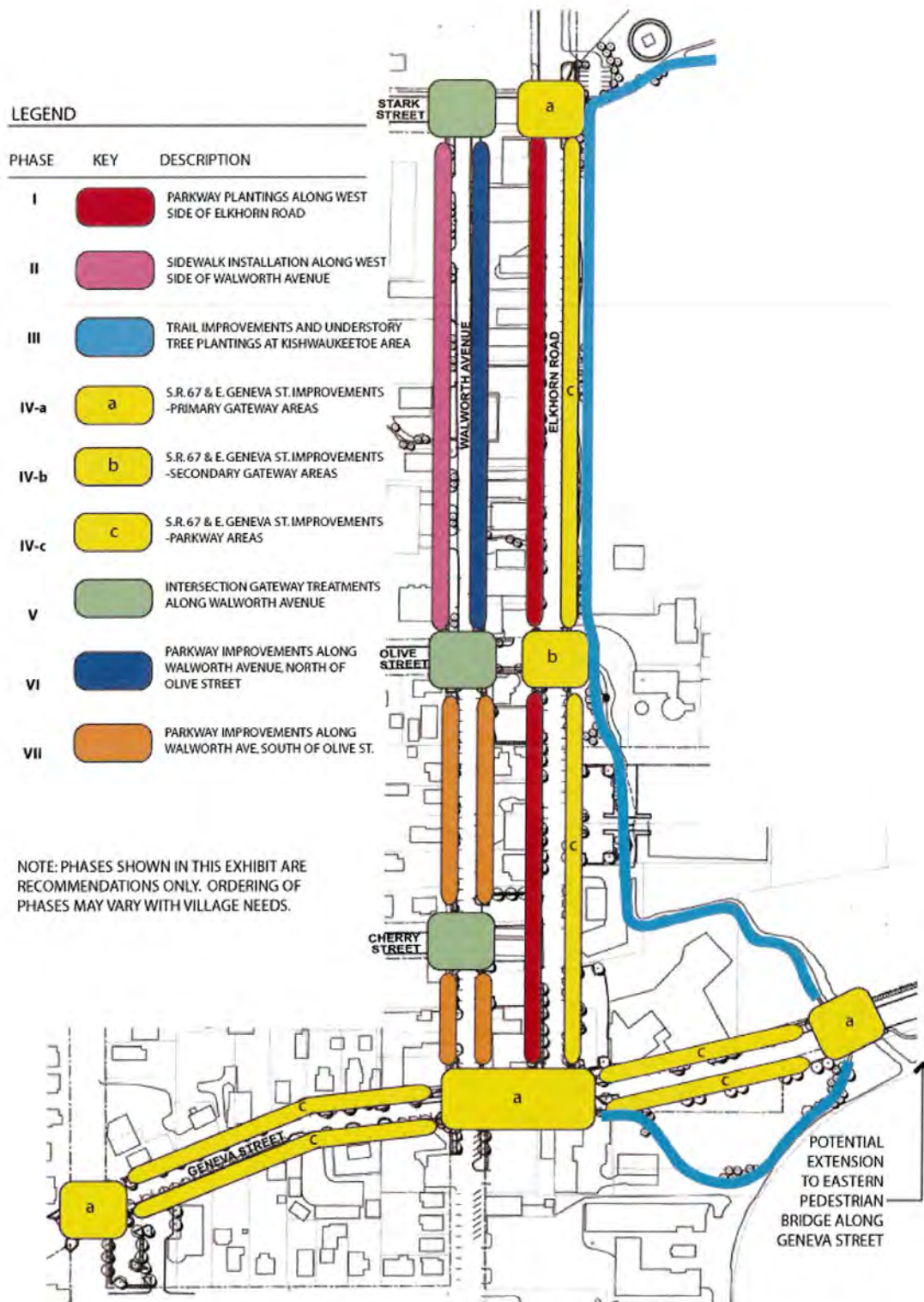


Figure 16 - Recommended Phasing Plan

7. CONCLUSION

Summary

The future of the Williams Bay CBD can be bright if both the public and the private sectors work together as partners to enhance the area through aesthetic improvements to the public domain, private investments in attractive new businesses and real estate development, and joint marketing – all of these being consistent with the community vision expressed in the 1999 Comprehensive Plan.

Next Steps

The critical next steps in this process are:

- To initiate the recommended street tree program with the installation of as many street trees as possible in the Fall of 2004, to be funded from the Village's current annual budget.
- To formulate a 2005 implementation program for high priority improvements, including selection of desired design options, in order to introduce a funding package in time to become a part of the fiscal 2005-2006 annual budget for the Village.
- To encourage private businesses and property owners to make additional investments coordinated with the Village's streetscape program.
- To formulate a multi-year municipal enhancement and funding program to implement the overall streetscape and CBD revitalization program with assistance from the Williams Bay Business Association.
- To prepare and submit grant applications to appropriate governmental and non-governmental organizations for supplemental funding.

8. APPENDIX

The following appendices contain plans, exhibits and costs as presented during the public process.

Project Walk Through/ Stakeholder Involvement and Consensus Building Exercise Meeting Notes

Conceptual Streetscape Plans

- Design Goals
- Gateway Enlargement Areas
- North Walworth Avenue and Elkhorn Road
- South Walworth Avenue and Elkhorn Road

Materials Boards

- Gateways and Signage Examples
- Lighting Examples
- Site Furnishings Examples
- Pavers Examples
- Nature Trail Examples
- Plantings Examples
- Plaza Spaces Examples

Preliminary Phasing Plan

Streetscape Construction Cost Estimate

Project Walk Through/
Stakeholder Involvement and Consensus Building Exercise - 1



Community Planning ■ City Design ■ Development Economics ■ Landscape Architecture

Williams Bay – Central Business District Streetscape Plan

Phase I – Streetscape Design Plan

Task 1.4 – Project Walk Through

Task 1.5 – Stakeholder Involvement and Consensus Building Exercise

03 March 2004

Design Guidelines

1. Increase connectivity throughout the downtown
2. Enhance the 'sense of place' through streetscape design
3. Create a central place focus within the downtown
4. Enhance the downtown with greenery/ plant materials
5. Extend and/ or repair sidewalks within the downtown area
6. Include lighting in the streetscape plan for night time uses
7. Include wayfinding and signage in the streetscape plan to direct pedestrians and motorists throughout the downtown.

Listening Session Notes

- Promote the natural beauty of Williams Bay
- Encourage the use of the Kishwaukeeetoe Nature Conservancy
- Establish cohesion to pedestrian walkways
- Relocate truck traffic outside of the central business district
- Screen/ enhance existing parking areas with landscape
- Incorporate mobile planters/ trees into the CBD
- Provide trained caretakers of installed streetscapes
- Highway 67 currently acts as a barrier which divides the CBD – reunite the downtown with streetscape
- Improve the unattractive appearance of overhead utility wires
- Encourage upkeep and renovation of downtown properties
- Make an attraction of the Kishwaukeeetoe Creek
- Incorporate tree plantings in downtown
- Provide a consistent lighting theme in downtown
- Integrate brick paved walkways in downtown
- Consider Elkhorn and Delavan streetscapes as good examples of streetscape design
- Provide public art that is context sensitive – no 'plop' art
- Provide quality walkways
- Encourage architectural style which is indigenous to Williams Bay
- Encourage a downtown atmosphere which is not congested
- Encourage convenient uses in downtown
- Provide period light fixtures
- Provide pedestrian access along the west side of Walworth Avenue, from Kishwaukeeetoe to Water plant (pedestrian access to fieldhouse)
- Screen unsightly dumpsters along Walworth (roll-in enclosures are not compatible with forklift haulers)
- Provide sidewalk at west side of Walworth

Teska Associates, Inc.

627 Grove Street Evanston, Illinois 60111-4474 fax 847.869.2055 voice 847.869.1201 www.TeskaAssociates.com

Project Walk Through/
Stakeholder Involvement and Consensus Building Exercise - 2



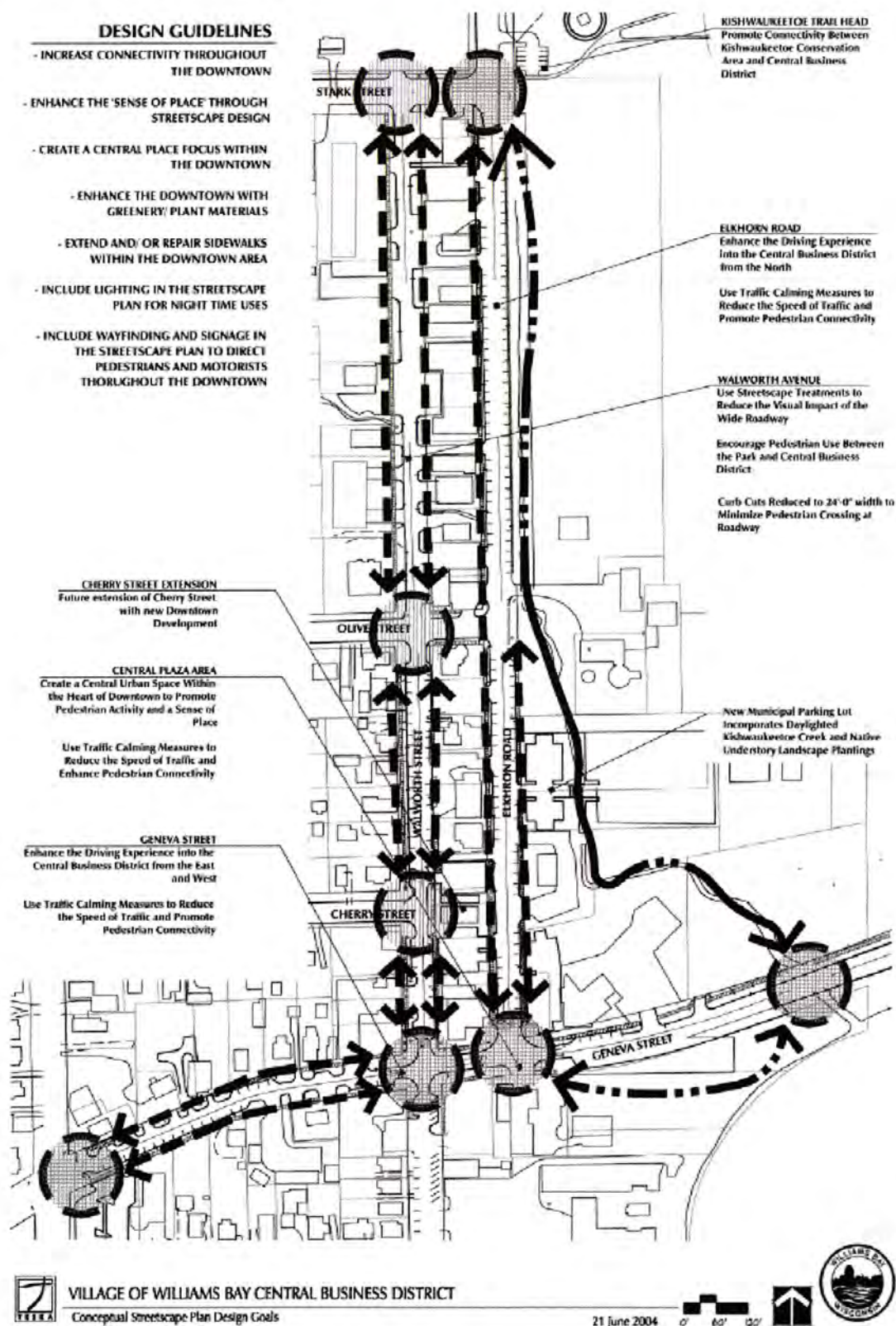
Community Planning ■ Site Design ■ Development Economics ■ Landscape Architecture

- Relocate non-transmission lines of overhead wires
- Consider the character of the CBD as residential in nature with some businesses
- Slow truck traffic with 'no braking with engines' rule
- Provide pedestrian crossing at 67 to Kishwaukeee from Daddy Maxwell's
- Encourage service oriented business to remain along Walworth
- Encourage small town retail businesses and small-town identity
- Establish 'adopt-a-block' programs to clean up the CBD
- Include library parking lot in streetscape scope – west gateway into CBD
- Plant palette for CBD should be inspired from the Kishwaukeee Conservancy (ornamental grasses)
- Provide 'communication' program, which includes kiosks, signage, time & temp, etc.
- Recommended community signage location: east side of fire station
- Provide phasing of streetscape construction
- Encourage visitors/ tourists to use CBD

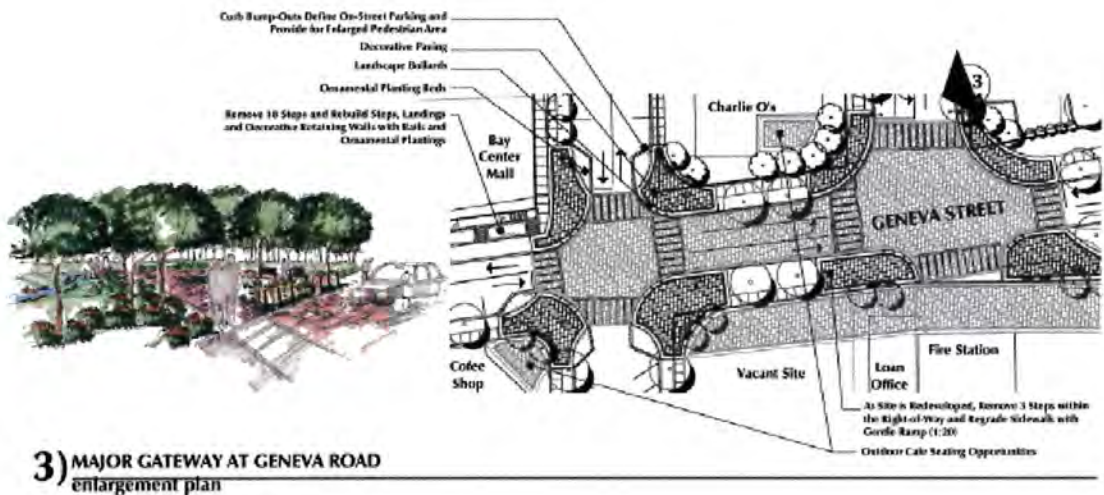
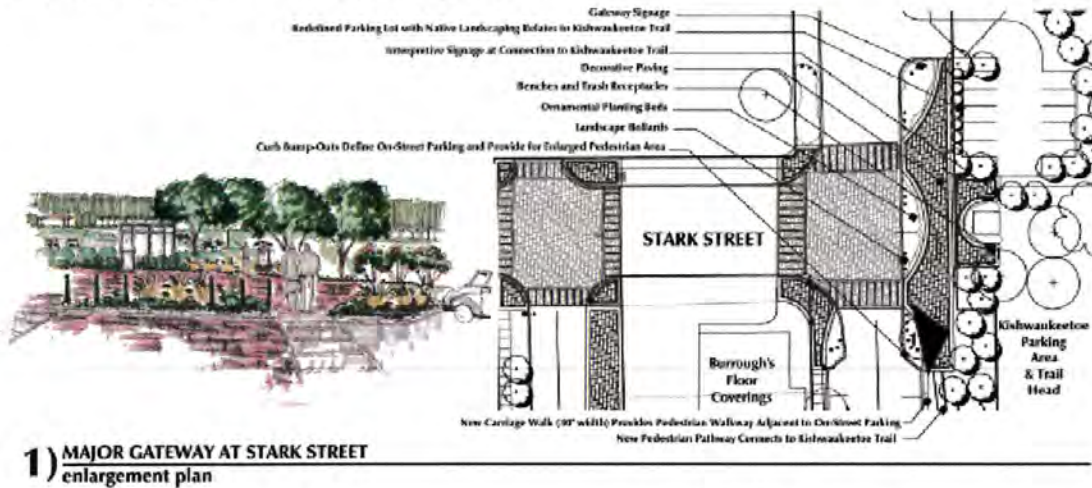
Teska Associates, Inc.

627 Grove Street Evanston, Illinois 60201-4474 fax 847.869.2059 voice 847.869.2011 www.TeskaAssociates.com

Conceptual Streetscape Plan - Design Goals

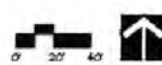


Conceptual Streetscape Plan - Gateway Enlargement Areas

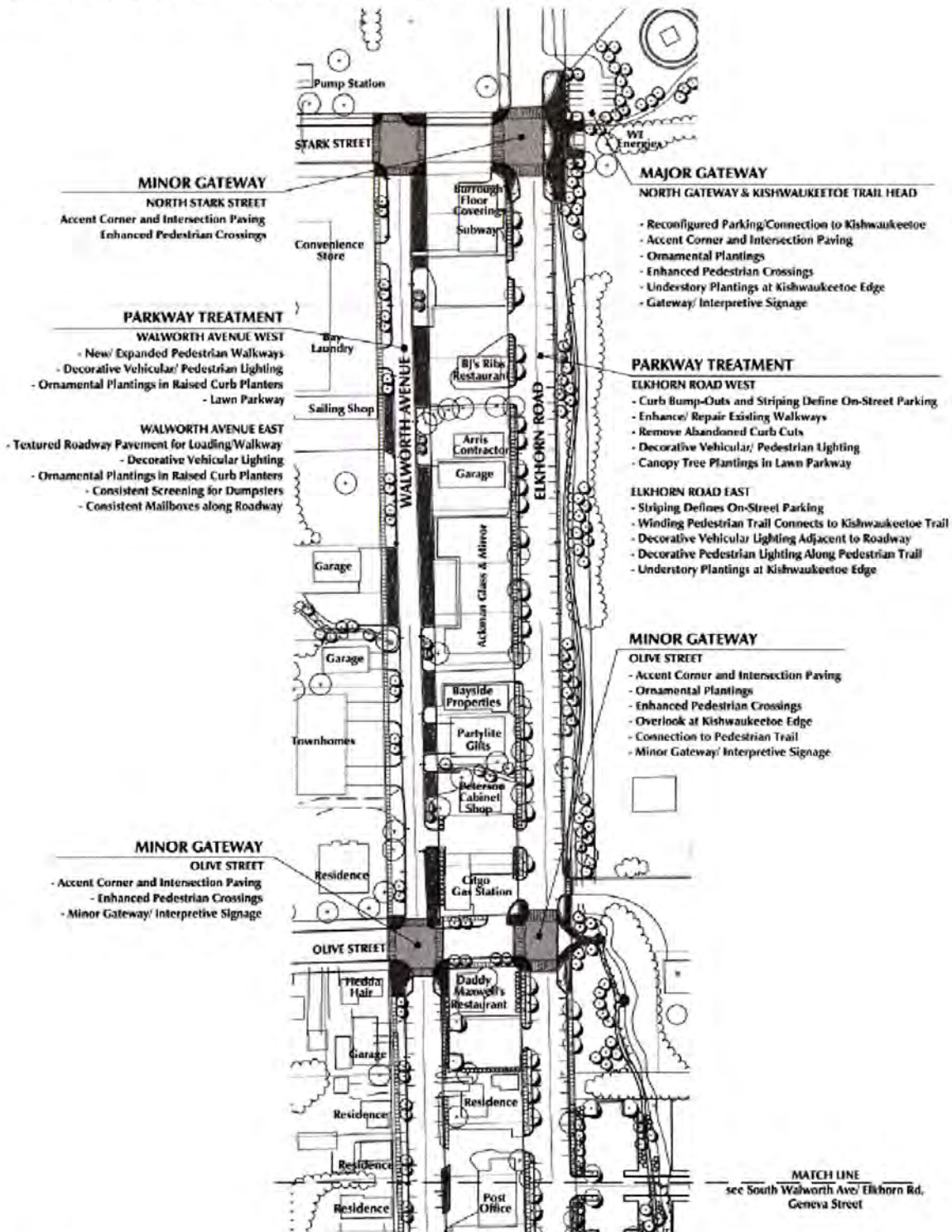


VILLAGE OF WILLIAMS BAY CENTRAL BUSINESS DISTRICT
Conceptual Streetscape Plan - Gateway Enlargement Areas

21 June 2004



Conceptual Streetscape Plan - North Walworth and Elkhorn Road

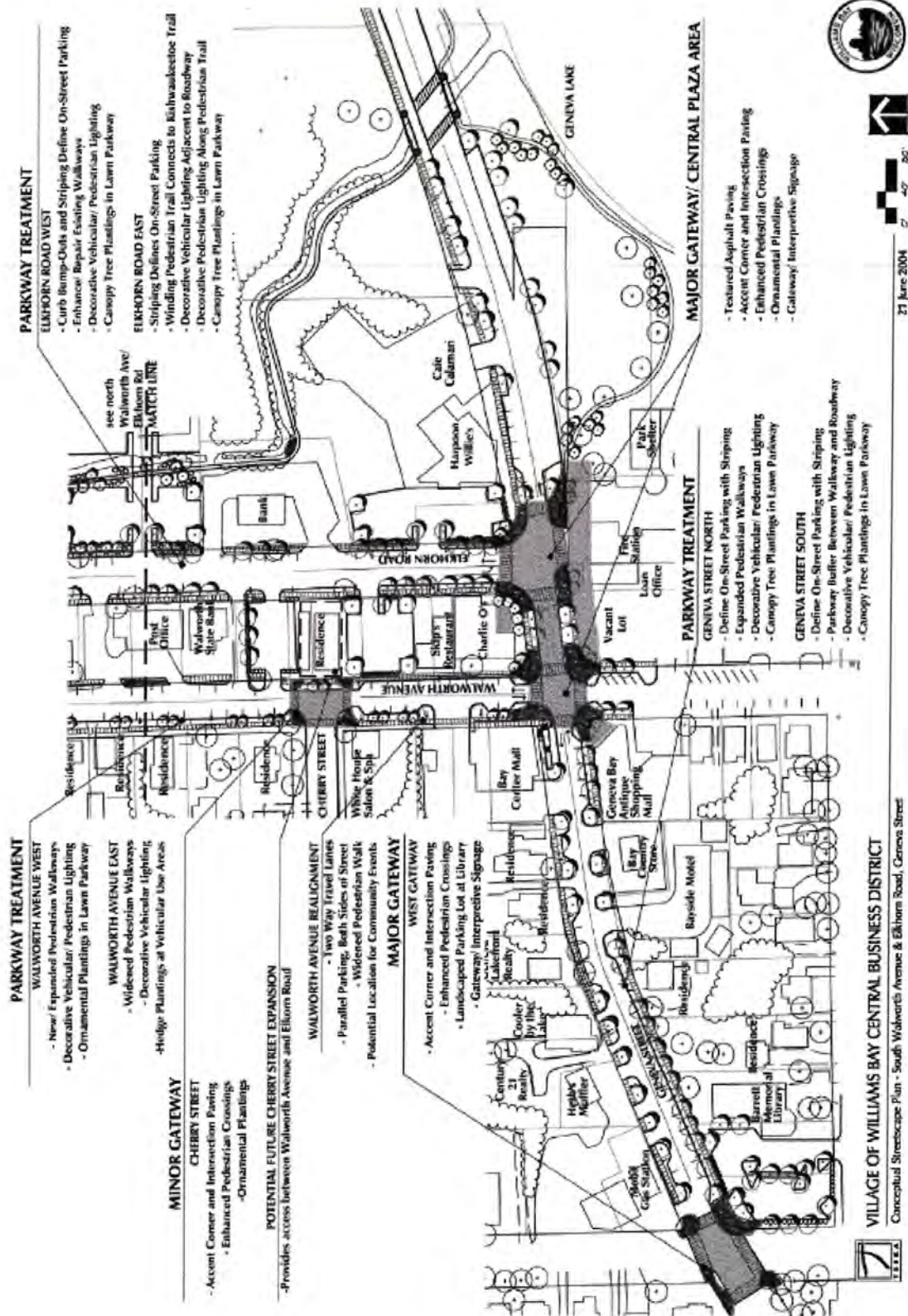


VILLAGE OF WILLIAMS BAY CENTRAL BUSINESS DISTRICT
Conceptual Streetscape Plan - North Walworth Avenue and Elkhorn Road

21 June 2004



Conceptual Streetscape Plan - South Walworth and Elkhorn Road



1. GATEWAYS AND SIGNAGE EXAMPLES



MONUMENT SIGNS CONSTRUCTED OF STONE ARE GENERALLY MONOLITHIC IN APPEARANCE AND CONSTRUCTED LOW TO THE GROUND. PANEL INSERTS PROVIDE OPPORTUNITIES FOR GRAPHIC AND VERBAL COMMUNICATION.



MONUMENT SIGNS CONSTRUCTED OF WOOD ARE GENERALLY VERTICAL ELEMENTS THAT ARE EASILY RECOGNIZABLE FROM A DISTANCE. WOOD MAY BE ROUTED AND/OR PAINTED TO PROVIDE GRAPHIC AND VERBAL COMMUNICATION.



ROUGH CUT LIMESTONE SIGN BASE WITH METAL PANEL SIGN AND METAL LOGO SIGN MOUNTED TO PIER FACE



WOOD PANEL SIGN WITH PAINTED RECESSED LETTERING AND LOGO



LIMESTONE PIER WITH HANGING WOODEN SIGN



WOOD PIER WITH PAINTED RECESSED LETTERING AND LOGO



SMALL LIMESTONE BASE WITH INSET METAL PANELS
METAL PANELS INCLUDE ETCHED GRAPHICS AND VERBAL DESCRIPTIONS



PAINTED WOOD SIGN MOUNTED ON A CONCRETE PAD AND WOOD POSTS
PROVIDES OPPORTUNITIES FOR A TEMPORARY SIGNAGE PROGRAM, INCLUDING SEASONAL EVENTS AND COMMUNITY ANNOUNCEMENTS



2. LIGHTING EXAMPLES



DECORATIVE LIGHTS INCORPORATE A CROOK ARM TO RECALL ELEMENTS FOUND IN FISHING VILLAGES.



DECORATIVE LIGHTS INCORPORATE A CABLE ARM TO SUGGEST FORMS AND STRUCTURES FOUND IN THE MASTS OF SHIPS.



MANUFACTURER: BEGA LIGHTING
MODEL #95007



MANUFACTURER: BEGA LIGHTING
MODEL #9701



OVERHEAD ROADWAY LIGHT POLE WITH 5' HT. RECTANGULAR BANNERS AND MATCHING DECORATIVE PEDESTRIAN LIGHT FIXTURE



OVERHEAD ROADWAY LIGHT POLE WITH 6' HT. TRIANGULAR BANNERS AND MATCHING DECORATIVE PEDESTRIAN LIGHT FIXTURE

Village of Williams Bay, Wisconsin
Central Business District Streetscape - Recommended Materials & Products
June 2004



3. SITE FURNISHINGS EXAMPLES



SITE FURNISHINGS CONSTRUCTED OF METAL ELEMENTS SUGGEST STURDY, STABLE MATERIALS FOUND IN DOWNTOWN DISTRICTS



PEDESTRIAN BRIDGES AND RAILINGS CONSTRUCTED OF WOOD ELEMENTS RECALL THE NATURAL MATERIALS FOUND IN PARK SETTINGS

BENCHES



MANUFACTURER: KEYSTONE RIDGE
MODEL: EXETER BENCH



MANUFACTURER: CREATIVE PIPE
MODEL #: SANTANA BENCH

TRASH RECEPTACLES



MANUFACTURER: KEYSTONE RIDGE
MODEL: EXETER SERIES



MANUFACTURER: CREATIVE PIPE
MODEL: DESPERADO SERIES

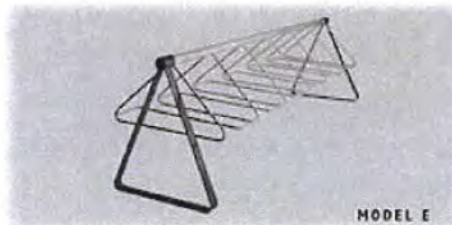
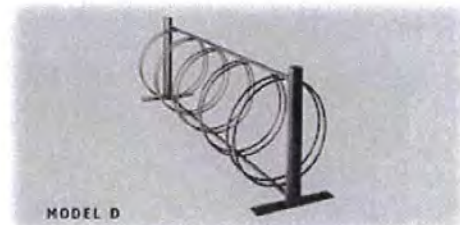
BOLLARDS

MANUFACTURER: URBAN ACCESSORIES



BIKE RACKS

MANUFACTURER: URBAN ACCESSORIES



Village of Williams Bay, Wisconsin
Central Business District Streetscape - Recommended Materials & Products

June 2004



Materials Boards

4. PAVERS EXAMPLES

SPECIALTY PAVERS PROVIDE AN ATTRACTIVE ALTERNATIVE TO ASPHALT ROADWAYS AND CONCRETE SIDEWALK AREAS. AT ROADWAY INTERSECTIONS AND AT PEDESTRIAN CROSSINGS, PAVERS DIRECT MOTORISTS TO SLOW DOWN AND ENCOURAGE PEDESTRIANS TO CROSS. AT DESIGNATED PLAZA AREAS, PAVERS SAFELY DEFINE SPACES TO HOLD INFORMAL GATHERINGS AND SPECIAL EVENTS.

TEXTURED ASPHALT

MANUFACTURER: STREETPRINT



LIMESTONE

SUPPLIER: EDENSTONE



TUMBLED LIMESTONE PAVERS DETAIL



TUMBLED LIMESTONE PAVERS INCORPORATED INTO A PEDESTRIAN WALKWAY

CLAY BRICK PAVERS

SUPPLIER: PINE HALL BRICK

PATTERNS



RUNNING BOND PATTERN PROVIDES A FORMAL APPEARANCE BEST SUITED FOR PEDESTRIAN AREAS



BASKETWEAVE PATTERN (2:1 RATIO) PROVIDES A FORMAL APPEARANCE SUITED FOR PEDESTRIAN AREAS



RANDOM PATTERN PROVIDES AN INFORMAL APPEARANCE BEST SUITED FOR PEDESTRIAN AREAS

TEXTURES



STANDARD TEXTURE PAVERS PROVIDE CLEAN LINES FOR A FINISHED APPEARANCE



TUMBLED TEXTURE PAVERS PROVIDE ROUGH EDGES FOR AN ESTABLISHED APPEARANCE

CONCRETE UNIT PAVERS

SUPPLIER: UNILOCK



CAMELOT UNITS WITH DOUBLE ROW EDGING INTEGRATED INTO A VEHICULAR USE AREA



TUMBLED BRUSSELS BLOCK FIELD WITH UNGRANITE BORDERS INTEGRATED INTO AN OUTDOOR CAFE AREA



STONE OUTCROPPINGS INCORPORATED INTO A PEDESTRIAN PLAZA WITH ORNAMENTAL GRASSES AND SHRUBS



ROCK OUTCROPPINGS INTEGRATED WITH DECORATIVE PAVING

Village of Williams Bay, Wisconsin

Central Business District Streetscape - Recommended Materials & Products

June 2004



5. NATURE TRAIL EXAMPLES



PEDESTRIAN BRIDGES AND RAILINGS CONSTRUCTED OF METAL ELEMENTS SUGGEST STURDY, STABLE MATERIALS FOUND IN VILLAGE DOWNTOWN DISTRICTS



PEDESTRIAN BRIDGES AND RAILINGS CONSTRUCTED OF WOOD ELEMENTS RECALL THE NATURAL MATERIALS FOUND IN PARK SETTINGS

PEDESTRIAN BRIDGES AND RAILINGS



ART MAY BE INTEGRATED INTO THE BRIDGE RAILINGS TO REFERENCE THE KISHWAUKEE NATURE CONSERVANCY



WOOD PEDESTRIAN BRIDGE WITH RAILINGS MFR YORK BRIDGE CONCEPTS



METAL BRIDGE AND RAIL SUGGESTS AN INDUSTRIAL APPEARANCE



CUSTOM BUILT WOOD PEDESTRIAN BRIDGE WITH RAILINGS PAINTED WHITE

CREEK TRAIL ELEMENTS



CRUSHED LIMESTONE PATHWAY



STONE OUTCROPPINGS AND NATIVE PLANTS SURROUNDING WOOD BRIDGE REFERENCE THE NATIVE WISCONSIN LANDSCAPE



6. PLANTINGS EXAMPLES

PLANT MATERIALS HAVE BEEN SELECTED BOTH FOR THEIR TOLERANCE TO URBAN CONDITIONS AND NATIVE QUALITIES

TREES IN LAWN PARKWAY AREAS



Fraxinus americana
American Ash



Tilia americana
American Linden



Acer saccharum
Sugar Maple



Syringa reticulata
Japanese Tree Lilac



Amelanchier laevis
Allegheny Serviceberry

UNDERSTORY TREES AT KISHWAUKEETOE EDGE



Rhus glabra
Smooth Sumac



Crataegus crus-galli
Cockspur Hawthorn

ORNAMENTAL GRASSES AT CURB BUMP-OUT PLANTERS



Cortaderia x acutiflora
Feather Reed Grass



Andropogon scoparius
Little Bluestem



Miscanthus sinensis
Maiden Grass

Village of Williams Bay, Wisconsin

Central Business District Streetscape - Recommended Materials & Products

June 2004



7. PLAZA SPACES EXAMPLES



CURB BUMP-OUTS ARE DEFINED WITH LIMESTONE WALLS, DECORATIVE PAVING, AND ORNAMENTAL PLANTINGS



TEXTURED ASPHALT DEFINES THE PEDESTRIAN CROSSING WHICH TERMINATES IN A PLANTED CURB BUMP-OUT AREA



STONE OUTCROPPINGS AND WATER CREATE A CENTRAL PLACE FOCUS WITHIN THE PLAZA AREAS



SCULPTURAL ELEMENTS AND SEATING DEFINE A CENTRAL PLACE FOCUS IN A SMALL SEATING NOOK



ART IS INTEGRATED INTO A SMALL PAVING AREA TO CREATE INTEREST AND TEXTURE WITHIN THE PLAZA



LARGE BOULDERS PROVIDE SCULPTURAL INTEREST AS WELL AS A BUFFER FROM THE ADJACENT STREET



LIMESTONE PLANTER CURBS DEFINE PLANTING AREAS WITHIN THE PARKWAY



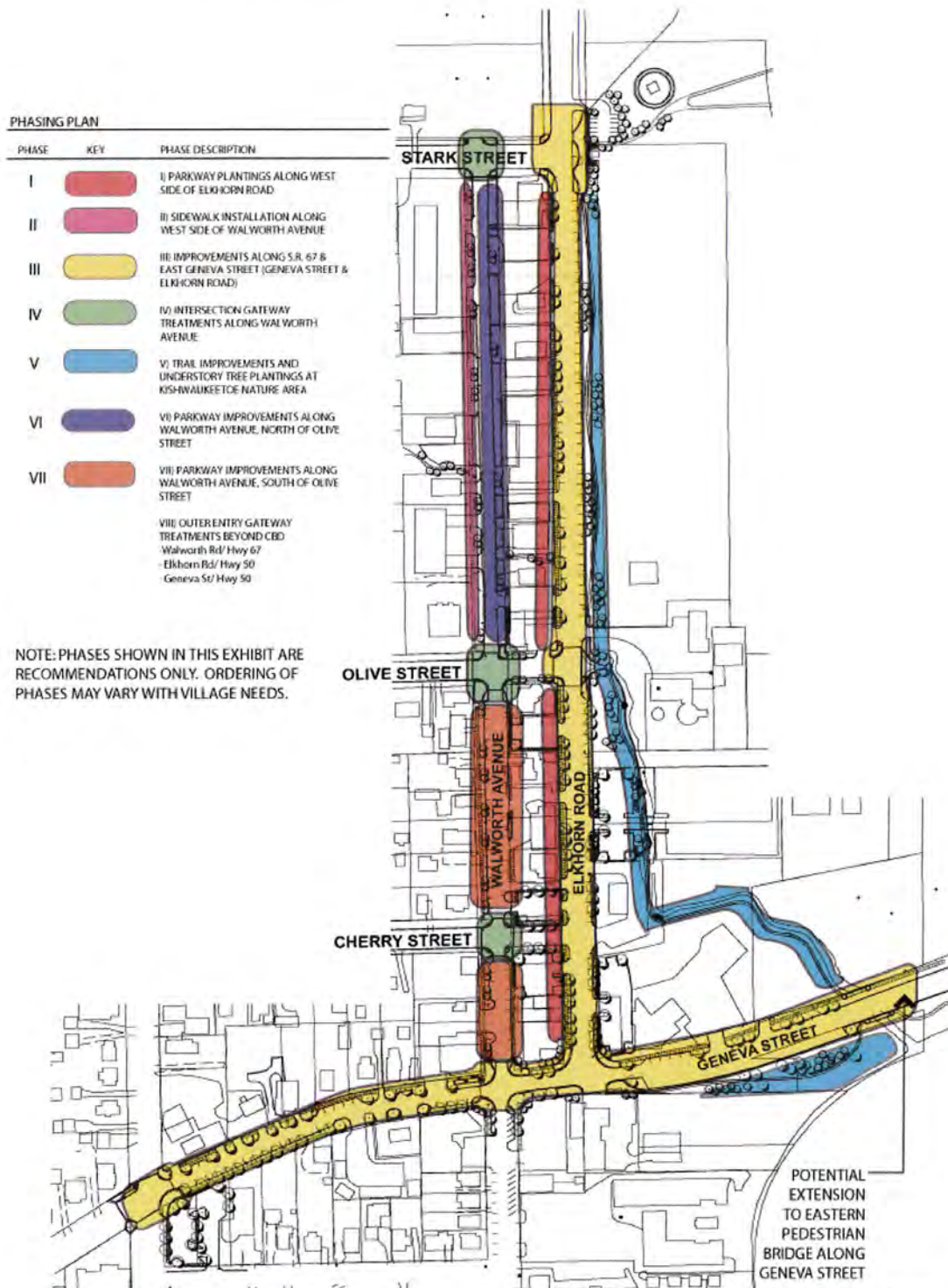
LIMESTONE WALLS, DECORATIVE PAVING, AND ORNAMENTAL PLANTINGS DEFINE THE PLAZA AREA

Village of Williams Bay, Wisconsin
Central Business District Streetscape - Recommended Materials & Products

June 2004



8. PRELIMINARY PHASING PLAN



Village of Williams Bay, Wisconsin
Central Business District Streetscape - Recommended Phasing Plan
 June 2004



Williams Bay Central Business District Streetscape Plan
Preliminary Cost Estimate for Improvements within the Public Right-of-Way
Village of Williams Bay, WI50916
Tesla Associates, Inc.

JOB #: WL03-186
06.02.04

PHASE/DESCRIPTION	ITEM	QTY	UNIT	UNIT COST	ITEM TOTAL	SUBTOTAL	REMARKS
PHASE I							
PARKWAY PLANTINGS ALONG WEST SIDE OF ELKHORN ROAD							
SITE PREPARATION							
	Lawn & Soil Removal	400	SF	\$175.00	\$675.00	\$675.00	
SITE IMPROVEMENTS							
	Shade Trees	31	EA	\$800.00	\$22,000.00		
	Mulch, Shredded Hardwood	6	CY	\$950.00	\$4,500.00		
	Decomposed Mulch/soil	4	CY	\$500.00	\$2,000.00		
	Compost					\$27,500.00	
SUBTOTAL PHASE I						\$28,525.00	
PHASE II							
SIDEWALK INSTALLATION ALONG WEST SIDE OF WALWORTH AVENUE							
SITE PREPARATION							
	Lawn & Soil Removal	600	SF	\$175.00	\$1,425.00	\$1,425.00	not deep and disposal
SITE IMPROVEMENTS							
	Concrete Sidewalk, 6' width	600	SF	\$5.00	\$4,750.00	\$4,750.00	Installation to match existing
SUBTOTAL PHASE II						\$6,175.00	
PHASE III							
IMPROVEMENTS ALONG S.R. 07 & EAST GENEVA STREET (GENEVA STREET & ELKHORN ROAD)							
SITE PREPARATION							
	Curb Removal	500	LF	\$10.00	\$5,000.00		for curb bump-outs, west side of Geneva Street
	Sidewalk Removal	7,200	SF	\$2.00	\$14,400.00		at recent parking corners, south side Geneva Street
	Asphalt Removal	20,000	SF	\$1.50	\$30,000.00		for specialty paving at intersections
	Lawn & Soil Removal	2,100	SF	\$1.50	\$3,240.00		for new walkway, south side of Geneva Street
						\$57,160.00	

Streetscape Construction Cost Estimate - 2

Williams Bay Central Business District Streetscape Plan
Preliminary Cost Estimate for Improvements within the Public Right-of-Way
Village of Williams Bay, Wisconsin
Tucker Associates, Inc.

JOB #: WL03-193
06/02/04

PHASE DESCRIPTION	ITEM	QTY	UNIT	UNIT COST	ITEM TOTAL	SUBTOTAL	REMARKS
SITE IMPROVEMENTS							
HARDSCAPE							
Reinforced Striping at Roadway		8,500	LF	\$0.25	\$2,125.00		parallel parking lines, center line, 6" width
Concrete Curb & Gutter		1,000	LF	\$12.00	\$12,000.00		at curb bump-outs, west
Concrete Sidewalk, 6" with		60,000	SF	\$3.00	\$180,000.00		Genesee Street
Concrete Unit Pavers, concrete underlayment		20,000	SF	\$25.00	\$500,000.00		transition to match existing
Concrete Hauler		500	LF	\$12.00	\$6,000.00		at roadway intersections
Concrete Unit Pavers, concrete underlayment		3,000	SF	\$15.00	\$45,000.00		surrounding specially paving areas at intersections
Concrete Unit Pavers, used setting bed		17,000	SF	\$12.00	\$204,000.00		at landscaped/ramp ramps
Ornamental Lighting		80	EA	\$3,500.00	\$280,000.00		at account parking corners, decorative poles with baroque arm attachments (21 ft.)
Ornamental Signage		1	EA	\$10,000.00	\$10,000.00		monument signage located at intersections of Genesee St, Williams St, General St, LaSalle St, Elkhorn St, State St
SOFTSCAPE							
Shade Trees		60	EA	\$800.00	\$48,000.00		live plantings at west side Elkhorn St during phase 1
Ornamental Grasses		2,400	SF	\$15.00	\$36,000.00		includes topsoil
Sodded Lawn		750	SF	\$5.00	\$3,750.00		
Match, Sweeded Hardwood		175	CY	\$50.00	\$8,750.00		
Decomposed Mulchroom		70	CY	\$50.00	\$3,500.00		
SITE FURNISHINGS							
Bench		24	EA	\$1,500.00	\$36,000.00		
Trash Receptacles		8	EA	\$1,200.00	\$9,600.00		
Bollards		60	EA	\$600.00	\$36,000.00		
Elbow Racks		8	EA	\$600.00	\$4,800.00		
					\$1,635,155.00		
SUBTOTAL PHASE II						\$1,706,315.00	

Williams Bay Central Business District Streetscape Plan Preliminary Cost Estimate for Improvements within the Public Right-of-Way Village of Williams Bay, Wisconsin Tesla Associates, Inc.					JOB #: WL03-186 06.02.04	
PHASE DESCRIPTION	ITEM	QTY	UNIT	UNIT COST	TOTAL	REMARKS
PHASE IV						
INTERSECTION GATEWAY TREATMENTS ALONG WALNORTH AVENUE						
SITE PREPARATION						
	Curb Removal	200	LF	\$10.00	\$2,000.00	for curb bump-outs
	Sidewalk Removal	1,075	SF	\$25.00	\$26,875.00	for accent paving corners
	Asphalt Removal	11,085	SF	\$2.00	\$22,170.00	for specialty intersection
	Lean & Seal Removal	800	SF	\$1.50	\$1,200.00	paving
					\$41,465.00	
SITE IMPROVEMENTS						
	HARDSCAPE					
	Concrete Curb & Gutter	450	LF	\$12.00	\$5,400.00	at curb bump-outs
	Concrete Unit Pavers, concrete underlayment	11,685	SF	\$26.00	\$303,765.00	at roadway intersections
	Concrete Header	360	LF	\$12.00	\$4,320.00	surrounding specialty paving
	Concrete Unit Pavers, tond setting bed	2,375	SF	\$12.00	\$28,500.00	areas at intersections
	Concrete Unit Pavers, concrete underlayment	2,400	SF	\$15.00	\$36,000.00	at handicap curb ramps
	SOFTSCAPE					
	Charmonet Grasses/ Mulch	800	SF	\$15.00	\$12,000.00	
	Decomposed Mulchroom	16	CY	\$50.00	\$800.00	
		40	CY	\$50.00	\$2,000.00	
					\$375,720.00	
SUBTOTAL PHASE IV					\$381,125.00	

Williams Bay Central Business District Streetscape Plan
Preliminary Cost Estimate for Improvements within the Public Right-of-Way
Village of Williams Bay, Wisconsin
Tetra Associates, Inc.

JOB #: WL05-196
06.02.04

PHASE/DESCRIPTION	ITEM	QTY	UNIT	UNIT COST	ITEM TOTAL	SUBTOTAL	REMARKS
PHASE V							
TRAIL IMPROVEMENTS AND UNDERSTORY TREE PLANTINGS AT KISHWAUKEETOE NATURE AREA							
SITE PREPARATION							
	Lawn & Soil Removal	0.100	SF	\$1.20	\$1,725.00	\$1,725.00	
SITE IMPROVEMENTS							
HARDSCAPE							
	Crushed Gravel Pathway, 8" width	12,500	SF	\$4.00	\$50,000.00		east side of Elkhorn Rd, south side to Geneva St
	Concrete Unit Pavers on Sand Setting Bed	900	SF	\$12.00	\$10,800.00		at overlook area, bridge crossing
	Podacanth Bridge	2	EA	\$16,000.00	\$32,000.00		at creek crossings east side of Elkhorn Rd
	Decorative Bridge Railings	500	LF	\$80.00	\$25,000.00		at existing bridge abutments (2) along Geneva Street
SOFTSCAPE							
	Understory Tree Plantings	60	EA	\$650.00	\$39,000.00		
	Mulch, Shredded Hardwood	23	CY	\$80.00	\$1,840.00		
	Disconnected Mulchroom	1	CY	\$465.00	\$465.00		
SITE FURNISHINGS							
	Interpretive Directional Benches	4	EA	\$6,000.00	\$24,000.00		at overlook areas, bridge at overlook areas
		4	EA	\$1,500.00	\$6,000.00	\$233,560.00	
SUBTOTAL PHASE V						\$233,560.00	
PHASE VI							
PARKWAY IMPROVEMENTS ALONG WALWORTH AVENUE, NORTH OF OLIVE STREET							
SITE PREPARATION							
	Concrete Removal	100	SF	\$2.00	\$1,800.00	\$1,800.00	for raised curb planting cut side of Walworth
SITE IMPROVEMENTS							
HARDSCAPE							
	Ornamental Lighting	18	EA	\$3,000.00	\$54,000.00		decorative poles with banner arm attachments (20' H.)
	Painted Striping at Roadway	500	LF	\$0.60	\$300.00		center line, 8" width
	Textured Asphalt Treatment	13,800	SF	\$12.00	\$165,600.00		along east side loading areas
	Concrete Curb Planting, 4" H.	200	LF	\$12.00	\$2,400.00		west side of street, within existing concrete curb area
SOFTSCAPE							
	Understory Tree Plantings	30	EA	\$650.00	\$19,500.00		overhead wire includes support
	Mulch, Shredded Hardwood	530	CY	\$80.00	\$42,400.00		
	Disconnected Mulchroom	2	CY	\$80.00	\$160.00		
SUBTOTAL PHASE VI						\$207,400.00	
SUBTOTAL						\$440,960.00	

Williams Bay Central Business District Streetscape Plan
Preliminary Cost Estimate for Improvements within the Public Right-of-Way
Village of Williams Bay, Wisconsin
Tesla Associates, Inc.

JOB #: WLJ3-196
06.02.04

PHASE DESCRIPTION	ITEM	QTY	UNIT	COST	ITEM TOTAL	SUBTOTAL	REMARKS
PHASE VII							
PARKWAY IMPROVEMENTS ALONG WALWORTH AVENUE, SOUTH OF OLIVE STREET							
SITE PREPARATION							
	Site Clearing	0.200	SF	\$1.00	\$7,800.00		for Cherry Street Extension at realigned section of south Walworth Avenue
	Concrete Walk Removal	1,000	SF	\$2.00	\$2,000.00		at realigned section of south Walworth Avenue & Cherry Street Extension, for new curb bump-outs
	Curb Removal	200	LF	\$10.00	\$2,000.00		at realigned section of south Walworth Avenue, existing driveway
	Asphalt Removal	2,000	SF	\$3.00	\$6,000.00	\$16,800.00	
SITE IMPROVEMENTS							
HARDSCAPE							
	Ornamental Lighting	16	EA	\$3,000.00	\$48,000.00		decorative poles with banner arm attachments (20' ht.) painted parking spaces, center line, 6" width
	Painted Striping at Roadway	600	LF	\$0.30	\$180.00		across existing drives, transition to existing, widened walk at east side of Walworth
	Concrete Edgewalk	2,070	LF	\$5.00	\$10,350.00		overlaid with includes lap seal
SOFTSCAPE							
	Underside Tree Plantings	20	EA	\$500.00	\$10,000.00		
	3.000" Spr	3,000	SF	\$4.00	\$12,000.00		
	Mulch, Shredded Hardwood	5	CY	\$200.00	\$1,000.00		
	Decorative Fountain	1	CY	\$100.00	\$100.00	\$103,450.00	
SUBTOTAL PHASE VII						\$103,450.00	
PHASE VIII						\$121,840.00	
OUTER ENTRY GATEWAY TREATMENTS BEYOND CBD							
SITE PREPARATION							
	Site Clearing	3	EA	\$800.00	\$2,400.00	\$2,400.00	monument signposts located at intersection of Walworth Rd Hwy 67, Elkhorn Rd Hwy 50, Genes St Hwy 50
SITE IMPROVEMENTS							
	Monument Gateway Signage	3	EA	\$30,000.00	\$90,000.00	\$92,400.00	
SUBTOTAL PHASE VIII						\$92,400.00	

Base Sub-Total: \$2,794,660.00
15% Contingency: \$417,999.00
Total: \$3,212,659.00



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700

UNOFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman D'Alessandro at 7:08pm

Roll Call

Present: Trustees D'Alessandro and Wright

Excused: Trustee Stanek

Also Present: President Duncan, Trustees Vlach, Jaramillo and Umans, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Wright/D'Alessandro motion to approve meeting minutes of March 15, 2023. Unanimously carried.

Recreation Department Directors Report

Rowland provided an update on Recreation Department upcoming programs.

Monthly Reports for Rec Department

The Committee reviewed the monthly recreation department activity reports.

Southwick Creek Dredging Project

Engineer Snyder discussed the status of the Southwick Creek dredging project. He stated that Integrated Lakes Management (ILM) assisted the Village with this required permit. The current estimate for this project is \$150,000 with approximately \$15,000 associated with the transport of the spoils from the lakeshore to the Odling Pit. Since the project is over \$25,000 it would be considered public construction. Snyder presented an engineering work order for the bid package preparation and the contract administration. The estimated cost to prepare a bid package to obtain costs for both the dredging and the removal of the spoiled materials is approximately \$11,000. The project could bid as early as June of 2023 and with construction occurring after October 1, 2023. Wright/D'Alessandro motion to recommend Village Board approval of the project and recommend the Finance & Personnel Committee to approve Baxter & Woodman engineering work order. Unanimously carried.

Adjourn

Wright/D'Alessandro motion to adjourn at 7:26pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Parks and Lakefront Committee

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. 2023-R-__**

A RESOLUTION APPROVING EDGEWATER PARK USE APPLICATIONS

WHEREAS, on May 10, 2023, the Village of Williams Bay Parks and Lakefront Committee determined that it is in the best interests of the Village and its residents to authorize approval of the attached Edgewater Park Use Applications:

- (1.) Williams Bay Fine Arts and Crafts Fest for July 28-30, 2023 and
- (2.) Williams Bay Lions Corn and Brat Fest for August 11-13, 2023.

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the recommended Edgewater Park Use Applications.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, upon recommendation by the Parks and Lakefront Committee, do hereby ordain approval of these Edgewood Park Use Applications:

Section I: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

Section II: Approval. The President and Board of Trustees hereby approves the recommended Applications and authorizes the events, therefore.

Approved by the Village Board of the Village of Williams Bay this 15th day of May 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk



EDGEWATER PARK USE AND POLICY CONTRACT

The Village of Williams Bay will allow use of the park, shelter building, some park equipment, electricity, water and sewer, natural gas and waiver of alcoholic beverage license fees.

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

- 1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.
- 2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.
- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
- 4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.
- 5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.
- 7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.
- 8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.
 - a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
 - b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
 - c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
 - d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
 - e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
 - f) A list of those serving alcoholic beverages at this event must accompany this contract.

A handwritten signature in dark ink, appearing to be "M. J. [unclear]", written over a horizontal line.



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

9) All group members must be informed and agree to abide by these rules prior to the occurrence of the event.

10) Any organization requesting use of the kitchen must contact the Lions Club at williamsbaylionsclub@gmail.com to arrange for inspection of equipment available for use.

After approval of a park request has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

The applicant agrees by signing this Park Application that the security deposit, when required, shall be held by the Village of Williams Bay, and may be applied to property damage to the premises resulting during the time of the activity or may be forfeited as a result of police action required at the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the parks, and also agrees to abide by park rules, regulations and ordinances of the Village of Williams Bay.

The applicant agrees to indemnify the Village and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use of any village facility, the village may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

General Information

Name: MARIO PETULLO Organization: WMS BAY CULTURAL ARTS ALLIANCE (WBCAA)
Address: 49 GARFIELD PKWY
Phone: 319 252 9777 Email: Petullofam@gmail.com
Title of Event: 47th Annual Fine Art & Craft Fest
Date(s) requested: July 28-29-30 Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

Juried art and craft show and sale of 30-50 entries. Lunch and 2-3 food vendors. Music entertainment. Children's art activities. Jr-Sr High art and technical art display and sale. Free to public.

Contact Information (if different than above)

Name: _____ Organization: _____

Address: _____



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: _____ Email: _____



STATEMENT CONCERNING LIABILITY AND WORKER'S COMPENSATION INSURANCE FOR USE OF EDGEWATER PARK

We hereby acknowledge and confirm that the undersigned non-profit group or organization, together with all of its members, are not acting or serving in the service of the Village of Williams Bay in any respect in connection with the use we are about to make of or event we are about to hold in Edgewater Park. Our organization, including all members thereof, is not acting under any contract of hire, express or implied with the Village of Williams Bay nor is our organization, or any members thereof serving the Village of Williams Bay as an independent contractor. Our organization, including all members thereof, will not employ any other persons or firms in connection with the use we are about to make of or event we are about to hold in Edgewater Park as our use or event will be run using our membership or immediate family members of our membership only. This statement is made to clarify and confirm that our organization, including all members thereof, is not subject to Worker's Compensation coverage of the Village of Williams Bay.

We further acknowledge and confirm that the undersigned non-profit group or organization has liability insurance coverage of at least \$1,000,000 (one million dollars) and liquor liability insurance coverage (if applicable) in the same amount of coverage provided to it by its parent organization as set forth below that does provide liability insurance coverage to our local group or organization for the use or event about to take place under our exclusive control in Edgewater Park. We acknowledge that we are responsible, and all of our members and our member's immediate family who may also be participating in our event, for the safe and careful conduct of our event. As an express condition of our event therein under our exclusive use and control we do hereby agree to indemnify the Village of Williams Bay and all of its officials, agents and employees against all liability or loss that the Village of Williams Bay may sustain as a result of claims, demands, costs or judgments arising from the use or event we are about to hold in Edgewater Park.

DATED this 6th day of Jan, 2023

Group or organization Williams Bay Cultural Arts Alliance

Our liability insurance provided by: Johannessen-Farrar Inc., Delavan
(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured)

Signed by: Mario A. Petullo
President or other authorized signatory

VILLAGE USE ONLY

Date application received: 1-4-2022 Received by: Tina Kolls

All documentation attached? yes/no Need Insurance

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

Village of Williams Bay
PO Box 580
250 Williams Street
Williams Bay WI 53191
(262) 245-2700

Receipt No: 20.000070
Jan 6, 2023

WILLIAMS BAY FINE ART & CRAFT FEST, INC

REC DEPARTMENT - EDGEWATER PARK DEPOSIT	500.00
100-44108 EDGEWATER DEPOSIT	

Total:	500.00
--------	--------

CHECKS	Check No: 1129	500.00
Payor: WILLIAMS BAY FINE ART & CRAFT FEST,		
Total Applied:		500.00

Change Tendered:	.00
------------------	-----

01/06/2023 3:10 PM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/12/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johannesen Farrar, Inc. 512 E. Walworth Avenue P.O. Box 347 Delavan WI 53115	CONTACT NAME: Kira Johnson PHONE (A/C, No, Ext): (262) 728-2631 FAX (A/C, No): (262) 728-2312 E-MAIL ADDRESS: kiraj@jinsurance.com
INSURED Williams Bay Fine Art and Fine Craft Festival PO Box 314 Williams Bay WI 53191	INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance NAIC # 15350 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 2022-2023 COI

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

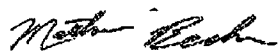
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		B326710	03/31/2023	07/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional insured: Village of Williams Bay

CERTIFICATE HOLDER

CANCELLATION

Village of Williams Bay P.O. Box 580 Williams Bay WI 53191-0186	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

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**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. 2023-R-__**

A RESOLUTION APPROVING EDGEWATER PARK USE APPLICATIONS

WHEREAS, on May 10, 2023, the Village of Williams Bay Parks and Lakefront Committee determined that it is in the best interests of the Village and its residents to authorize approval of the attached Edgewater Park Use Applications:

- (1.) Williams Bay Fine Arts and Crafts Fest for July 28-30, 2023 and
- (2.) Williams Bay Lions Corn and Brat Fest for August 11-13, 2023.

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the recommended Edgewater Park Use Applications.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, upon recommendation by the Parks and Lakefront Committee, do hereby ordain approval of these Edgewood Park Use Applications:

Section I: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

Section II: Approval. The President and Board of Trustees hereby approves the recommended Applications and authorizes the events, therefore.

Approved by the Village Board of the Village of Williams Bay this 15th day of May 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk



EDGEWATER PARK USE AND POLICY CONTRACT

The Village of Williams Bay will allow use of the park, shelter building, some park equipment, electricity, water and sewer, natural gas and waiver of alcoholic beverage license fees.

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

- 1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.
- 2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.
- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
- 4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.
- 5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.
- 7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.
- 8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.
 - a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
 - b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
 - c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
 - d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
 - e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
 - f) A list of those serving alcoholic beverages at this event must accompany this contract.

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Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

9) All group members must be informed and agree to abide by these rules prior to the occurrence of the event.

10) Any organization requesting use of the kitchen must contact the Lions Club at williamsbaylionsclub@gmail.com to arrange for inspection of equipment available for use.

After approval of a park request has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

The applicant agrees by signing this Park Application that the security deposit, when required, shall be held by the Village of Williams Bay, and may be applied to property damage to the premises resulting during the time of the activity or may be forfeited as a result of police action required at the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the parks, and also agrees to abide by park rules, regulations and ordinances of the Village of Williams Bay.

The applicant agrees to indemnify the Village and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use of any village facility, the village may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

General Information

Name: JEFF L. FARNHAM Organization: WILLIAMS BAY LIONS
Address: 25 OLIVE ST PO BOX 386 WILLIAMS BAY WI 53191
Phone: 262-245-5028 Email: JNSFARNHAM@CHARTER.NET
Title of Event: CORN + BRAT FEST
Date(s) requested: AUGUST 11, 12, + 13 2023 Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

ANNUAL FUND RAISER
FRIDAY 2,000, SATURDAY 4000, SUNDAY 1000

Contact Information (if different than above)

Name: _____ Organization: _____

Address: _____



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: 262-245-5028 Email: JNSFARNHAM@CHARTER.NET



**STATEMENT CONCERNING LIABILITY AND WORKER'S COMPENSATION INSURANCE FOR USE OF
EDGEWATER PARK**

We hereby acknowledge and confirm that the undersigned non-profit group or organization, together with all of its members, are not acting or serving in the service of the Village of Williams Bay in any respect in connection with the use we are about to make of or event we are about to hold in Edgewater Park. Our organization, including all members thereof, is not acting under any contract of hire, express or implied with the Village of Williams Bay nor is our organization, or any members thereof serving the Village of Williams Bay as an independent contractor. Our organization, including all members thereof, will not employ any other persons or firms in connection with the use we are about to make of or event we are about to hold in Edgewater Park as our use or event will be run using our membership or immediate family members of our membership only. This statement is made to clarify and confirm that our organization, including all members thereof, is not subject to Worker's Compensation coverage of the Village of Williams Bay.

We further acknowledge and confirm that the undersigned non-profit group or organization has liability insurance coverage of at least \$1,000,000 (one million dollars) and liquor liability insurance coverage (if applicable) in the same amount of coverage provided to it by its parent organization as set forth below that does provide liability insurance coverage to our local group or organization for the use or event about to take place under our exclusive control in Edgewater Park. We acknowledge that we are responsible, and all of our members and our member's immediate family who may also be participating in our event, for the safe and careful conduct of our event. As an express condition of our event therein under our exclusive use and control we do hereby agree to indemnify the Village of Williams Bay and all of its officials, agents and employees against all liability or loss that the Village of Williams Bay may sustain as a result of claims, demands, costs or judgments arising from the use or event we are about to hold in Edgewater Park.

DATED this _____ day of _____, 20____

Group or organization _____

Our liability insurance provided by: _____

(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured)

Signed by: _____

President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/08/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johannesen Farrar, Inc. 512 E. Walworth Avenue P.O. Box 347 Delavan WI 53115		CONTACT NAME: Kelly Brockwell PHONE (A/C, No, Ext): (262) 728-2631 FAX (A/C, No): (262) 728-2312 E-MAIL ADDRESS: KellyB@JFInsurance.com	
INSURED Williams Bay Lions Club PO Box 550 Williams Bay WI 53191		INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 15350	

COVERAGES**CERTIFICATE NUMBER:** CL2272602950**REVISION NUMBER:**

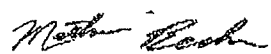
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			1451578	07/20/2022	07/20/2023	EACH OCCURRENCE \$ 100,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$				
			PERSONAL & ADV INJURY \$ 100,000				
						GENERAL AGGREGATE \$ 200,000	
						PRODUCTS - COMP/OP AGG \$ 200,000	
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Williams Bay Car Show - October 8th, 2022.

CERTIFICATE HOLDER**CANCELLATION**

The Village of Williams Bay 250 Williams Street P.O. Box 580 Williams Bay, WI 53191	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

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Description

Traditional styling in a comfortable, contoured bench.

Stylish seating for indoor or outdoor use in malls, parks, atriums and more

Tough, top-grade recycled plastic slats won't rot, splinter or require painting

Cast aluminum frames, powder-coated Black

UV and moisture resistant

Portable with pre-drilled frames for surface mount option

Pre-drilled surface mount holes are 3/8"

Stainless steel assembly hardware included; some assembly required

Six colors available

4 ft., 6 ft. and 8 ft. sizes available

The 6 ft. and 8 ft. models come with multiple armrests to divide seating space

Custom engraved version available

Custom engraved bronze plaque available

50-year guarantee against breakage

Specifications



SKU	2ZK2045	2ZK2046	2ZK2047
Model Name	4' Bench	6' Bench	8' Bench
Material	Recycled Plastic	Recycled Plastic	Recycled Plastic
Mount Type	Portable/Surface Mount	Portable/Surface Mount	Portable/Surface Mount
Seat Dimensions	42.5L x 15.75"W x 17.25"H	65"L x 15.75"W x 17.25"H	87.5"L x 15.75"W x 17.25"H
Weight	71.0	94.0	126.0
Overall Dimensions	48"L x 22"W x 30"H	72"L x 22"W x 30"H	96"L x 22"W x 30"H

Image of 6' Bench



Image of 4' Bench





VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700

UNOFFICIAL MINUTES BUILDING, ZONING AND ORDINANCE COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Jaramillo at 8:31pm

Roll Call

Trustees Jaramillo, Vlach, and Wright

Also Present: President Duncan, Trustee D'Alessandro and Umans, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Vlach/Wright motion to approve the meeting minutes of March 15, 2023. Unanimously carried.

Proposed draft Ordinance 2023-03 Curfew hours on Friday and Saturday nights.

The Committee reviewed the draft ordinance that changes the curfew hours to 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday, or Thursday until 6:00 am of the following day, and 12:01 a.m. until 6:00 a.m. on and Saturday or Sunday. Jaramillo discussed removing *"in the Village"* in the section of the ordinance that states *"that this section shall not apply to minors while they are returning home from functions authorized by the governing body of any public or parochial school or church in the Village."* Vlach/Wright motion to recommend the first reading of Ordinance 2023-03 Curfew hours on Friday and Saturday nights with the recommended changes. Unanimously carried.

GLEA – Chapter 30 Proposed Draft Ordinance

Item was deferred to the May Building, Zoning and Ordinance Committee meeting.

Consider an ordinance modifying the Walworth Avenue maximum on street parking hours from 1 hour to 2 hours.

The Streets & Highways Committee recommend the Building, Zoning and Ordinance Committee change the ordinance from a maximum of 1-hour parking to 2-hour parking on Walworth Avenue between Geneva Street and Cherry Street. Wright/Vlach motion to amend ordinance 345-4 Paragraph B from a maximum of 1-hour parking to 2-hour parking on Walworth Avenue between Geneva Street and Cherry Street. Unanimously carried.

Adjourn

Wright/Vlach motion to adjourn at 8:38pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the BZO Committee

Section VII. Aquatic Plants and Invasive Animals.

(a) - Purpose

The purpose of this ordinance is to prevent the spread of aquatic invasive species in Geneva Lake and surrounding water bodies.

(b) - Definitions

1. The following words, terms, and phrases, when used in this article shall have the meanings described to them in this section. The words, terms, and phrases defined shall apply to this section only.
2. *Animal* - means all vertebrate and invertebrate species including but not limited to mammals, birds, reptiles, amphibians, fish, and shellfish, or their eggs, larvae, or young, but exclude humans.
3. *Aquatic Animal* - means all animals that live in, on, or near the water. This includes all vertebrate and invertebrate species, including but not limited to reptiles, amphibians, fish, and shell fish, or their eggs, larvae or young.
4. *Invasive Species* - has been previously defined under Wis. Stat. § 23.22(1)(c), and Wis. Adm. § NR 40.02(24) and the definition is hereby adopted under this code.
5. *Aquatic Invasive Species* - has been previously defined under Wis. Adm. § NR 40.02(3m) and the definition is hereby adopted under this code.
6. *Aquatic Plant* - means a nonwoody submerging, emergent, free-floating, or floating leave plant that normally grows in or near water and includes any part thereof. Any permits issued under Wis. Adm. Code § NR 19.09 shall be exempt from this definition.
7. *Decontamination* - is the process of removing Aquatic Invasive Species as defined in (5) or materials that may contain or transmit any type of invasive species by disinfection or other methods.
8. *Portable Boat Cleaning Station* - is a device provided at public or private lake access to remove all potential invasive species.

(c) - Prohibition Against the Transport of Plants and Aquatic Animals.

1. No person may operate a vehicle, or transport any boat, personal watercraft, canoe, kayak, paddle board or associated trailer, or boating equipment, fishing equipment, hunting and/or trapping equipment from navigable waters onto a public highway if aquatic plants, or aquatic animals are attached. All aquatic

plants and aquatic animals shall be removed prior to entry onto a public highway or launching a boat or placing equipment or trailers into navigable waters.

2. When available, an operator or owner of a vehicle, boat, personal watercraft, canoe, kayak, paddle board, or associated trailer shall use at public or private access, the person shall decontaminate the boat per the posted instructions on the Portable Boat Cleaning Station.
3. This section shall not apply to bait used on that particular body of water in accordance with the Department of Natural Resources, or applicable Wisconsin Administrative Codes.

(d) – Enforcement

1. Any County or Municipality Law Enforcement Officer shall have authority to issue a citation pursuant to Wis. Stat. §66.0113(1)(a).
2. All forfeitures shall be collected and retained by the enforcing agency.
3. An offense shall be considered by each instance of violation, not by each vehicle or equipment subject to this ordinance.

Walworth County reference— General penalty, § 1-12; statutory misdemeanors and forfeitures adopted, § 14 Citations, § 38-1; sheriff, ch. 46; excavation regulations enforced by citation, § 54-43; cash deposits for violation of the excavation regulations, § 54-45; issuance of citations, §§ 54-46, 54-98.

State Law reference— Citation system, Wis. Stats. § 66.0113

Section X. Penalties.

6. Any person who violates Section VII of the Joint Uniform Lake Law Ordinances shall be subject to a forfeiture plus court costs as follows:
 - (a) For the first offense, a forfeiture shall be \$100, plus costs
 - (b) For a second offense, a forfeiture shall be \$175, plus costs.
 - (c) For a third and subsequent offense, a forfeiture shall be \$250, plus costs.



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700

UNOFFICIAL MINUTES

WATER AND SEWER COMMITTEE

WEDNESDAY, APRIL 12, 2023, AT 6:30 PM

VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Umans at 8:01pm

Roll Call

Trustees Jaramillo, Umans

Excused: Trustee Stanek

Also Present: President Duncan, Trustee D'Alessandro, Vlach and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Stanek/Umans motion to approve the meeting minutes of March 15, 2023. Jaramillo abstained; motion carried.

Baxter & Woodman Engineering Updates

Snyder provided an update on the following projects:

- Tennis and Basketball courts at Theatre Road

The Village bid the project in December of 2022 without provision for drainage under the pavement and without performance guidelines for the lighting system. Since then, the bids have expired, and the low bidder does not want to move forward with a contract to the Village. Baxter Woodman will provide a memo that outlines options and a proposed plan to obtain separate bids for the sitework and electrical work for the project. It's anticipated that the project could be completed by the fall of 2023.

- State Road 67 Reconstruction East-West Section

This project involves milling and resurfacing STH 67 from Elkhorn Rd to STH 14 in Walworth. The WDOT plans are currently at 30% completion. The Village has been in contact with the WDOT regarding potential water main and sanitary sewer upgrades. Sanitary sewer televising has been done and will be reviewed by the Engineer. The Village's scope of work needs to be submitted to the WDOT in May 2023. Construction is expected to be in mid to late 2026 or 2027.

- State Road 67 Reconstruction North South Section

The utility work is approximately 90% complete. The engineer will be meeting with the WDOT to get an update on any necessary change orders. Estimated that there will be approximately \$20,000 of additional work needed due to the site conditions.

- Geneva Lake Dredging at Southwick Creek

The Village should prepare a bid package and be ready to start construction shortly after Labor Day.

- Water Loss and Infiltration Reduction

No changes from last month.

- Water Main Asset Management Condition Study

Plan on having a draft report for review in May.

- Bailey Estates Phase 4

Gerstad is working on the waiver packages and contractors' statements.

- Bailey Estates Phase 5

Gerstad is requesting a reduction in the Letter of Credit for the utility and roadway construction. They still need the final lift of asphalt and the trees.

- Harris Road Lift Station

The WDNR accepted the project; the funding approval will depend on the financial assistance application. Baxter Woodman is actively designing Phase 1 of the project and preparing an estimate for the alternate force main locations.

Corrosion Control Study – Ammonia Reduction – Lime Reactor Cleaning

Still working with the PSC to construct and waiting for review comments from the WDNR.

- Lime Reactor Cleaning

No changes from last month.

- Well 2 Pump Replacement

No changes from last month.

- Women's Leadership Center

Village continues to review concept plan and work on identifying the easements for future sanitary sewer and drainage improvements.

Public Works Update

No Report

Extension of Lease with U.S. Cellular

The Committee reviewed an additional change to the proposed 2nd amendment lease agreement from U.S. Cellular. US Cellular is requesting to remove the timeframe to relocate the antenna after construction has been completed on a new tower. Jaramillo/Umans motion to recommend Village Board approval of the additional change to the 2nd amendment to the U.S. Cellular lease. Unanimously carried.

Project Scope and Material Changes – STH 67 – Elkhorn Road

No action taken.

Adjourn

Jaramillo/Umans motion to adjourn at 8:30pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Water and Sewer Committee

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. 2023-R-__**

**A RESOLUTION AUTHORIZING RENEWAL OF RESIDENTIAL AND COMMERCIAL
CROSS CONNECTION CONTROL PROGRAM WITH HYDRO CORP.**

WHEREAS, to protect public water systems, the State of Wisconsin mandates that municipalities to have active cross-connection control services program; and

WHEREAS, the Village of Williams Bay contracts with Hydro Corp (Hydro) for the Village water system cross-connection control services for residential and commercial buildings; and

WHEREAS, Hydro submitted the attached Professional Services Agreement (Agreement) proposal to continue and provide these services; and

WHEREAS, on May 10, 2023, the Village of Williams Bay Water & Sewer Committee determined that it is in the best interests of the Village and its residents to authorize approval of the residential and commercial proposals from Hydro (478 residential for \$32,424 and 76 commercial for \$11,016); and

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the recommended proposal.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, do hereby ordain as follows:

Section I: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

Section II: Approval. The President and Board of Trustees hereby approves the recommended proposal and authorizes an agreement, therefore.

Approved by the Village Board of the Village of Williams Bay this 15th day of May 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

RESIDENTIAL PROPOSAL

CROSS-CONNECTION CONTROL SERVICES

Village of Williams Bay

250 Williams St.

Williams Bay, WI 53191

April 4, 2023

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.



Cross-Connection Control /

Backflow Prevention

Water Meter Change Out & Installation
Services

Legionella Prevention & Control

Water System Surveys / Flow Diagrams

Pipe System Mapping & Labeling

Regulatory Compliance Assistance /
Documentation



CORPORATE OFFICE
5700 CROOKS RD SUITE 100
TROY MI 48098
800.315.4305 TOLL FREE
262.264.6402 PHONE

PROJECT CONSULTANT: Craig Wolf
612-850-8939 CELL
cwolf@hydrocorpinc.com EMAIL



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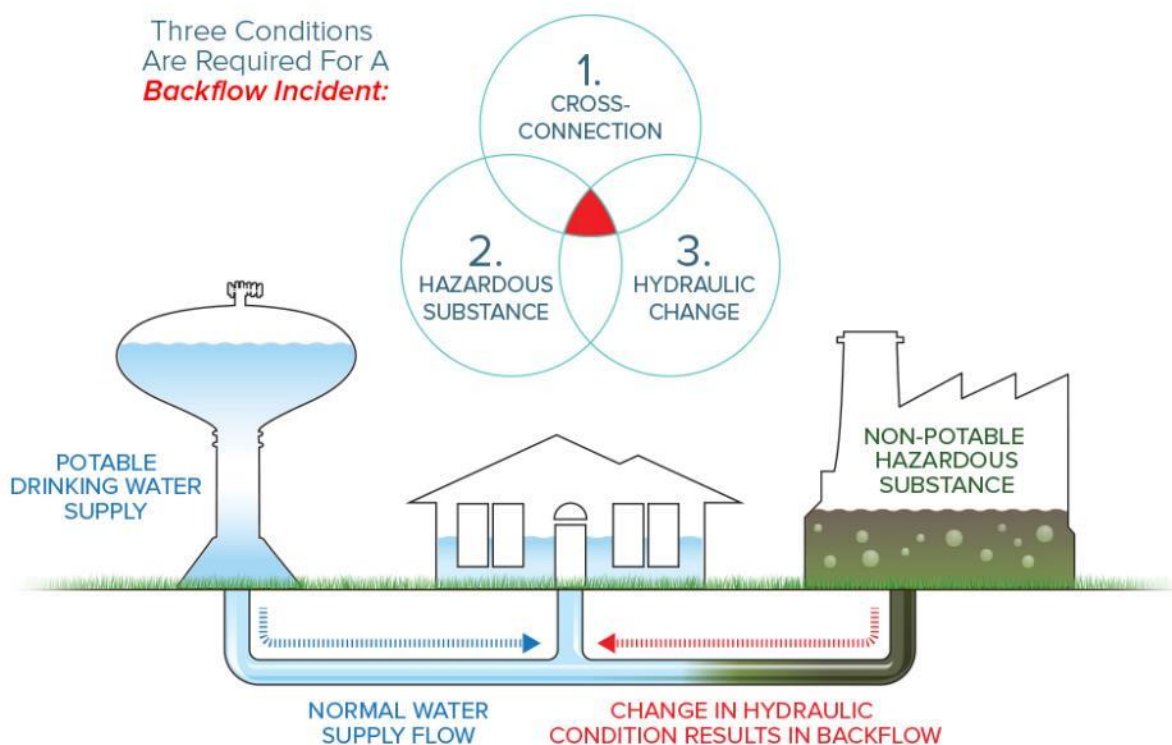
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1. INTRODUCTION

1.1. Definitions

- Backflow – the undesirable reversal of flow of liquid, gas or other substance in a piping system.
- Backflow Preventer – an assembly, device, or method that prevents backflow.
- Cross-Connection – an actual connection or a potential connection between any part of a potable water system and any other environment that would allow substances to enter the potable water system.
- Cross-Connection Control – a program to eliminate cross-connections or to prevent them from causing a public health threat.
- Cross-Connection Control Survey – the review of the plumbing system to determine the existence of potential or actual cross-connections and to assess the degree of hazard of protected and unprotected cross-connections.



1.2. Common Cross-Connection Hazards

- Garden Hose connections with missing backflow preventers.
- Water Softener discharge lines directly connected to drain piping.
- Boilers with missing or inappropriate backflow preventers.
- Improperly installed or Backflow Prevention Assemblies missing test documentation.

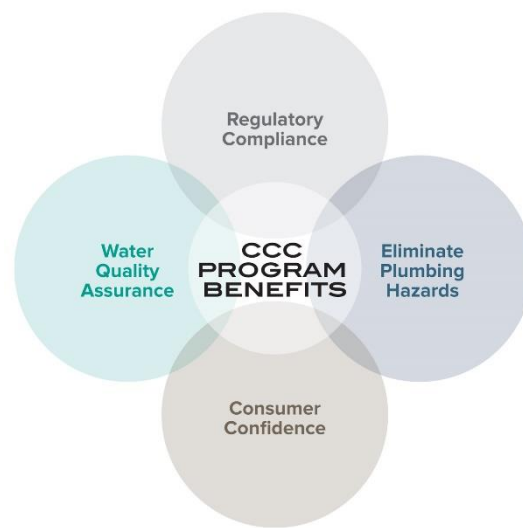


- Toilets with faulty or unapproved anti-siphon fill valves.
- Lawn Irrigation systems with missing or inappropriate backflow preventers.
- Restaurant equipment connected to water supply with missing backflow preventers.
- Dental office equipment with missing backflow preventers.
- Fire Sprinkler systems with missing or inappropriate backflow preventers.
- Chemical mixing systems in janitorial closets with missing backflow preventers.

2. PROJECT WORK PLAN

2.1. Purpose of a Cross-Connection Control Program

- Protect the water supply from backflow & public health and safety.
- Comply with state and local regulations (WI-DNR 810.15).
- Minimize risk and liability.
- Eliminate hazardous cross-connections to the drinking water supply.

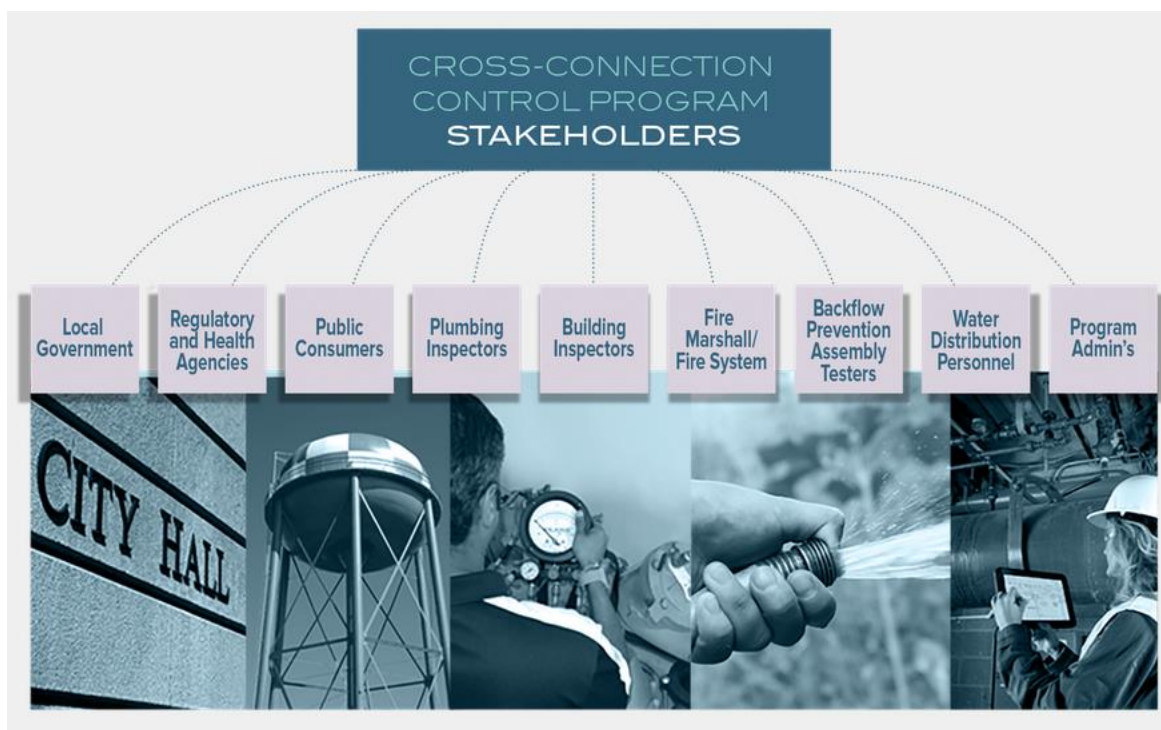


2.2. Meeting the Cross-Connection Control Program Objectives

- Providing cross-connection consultation to the **Village of Williams Bay**.
- Developing a written comprehensive Cross-Connection Control Plan.
- Routinely inspecting water customers for cross-connections or potential cross-connections.
- Maintaining cross-connection control records.
- Notifying water customers of violations and corrective action instructions.
- Providing water customer non-compliance status to the water utility.
- Providing public education.

2.3. Stakeholders

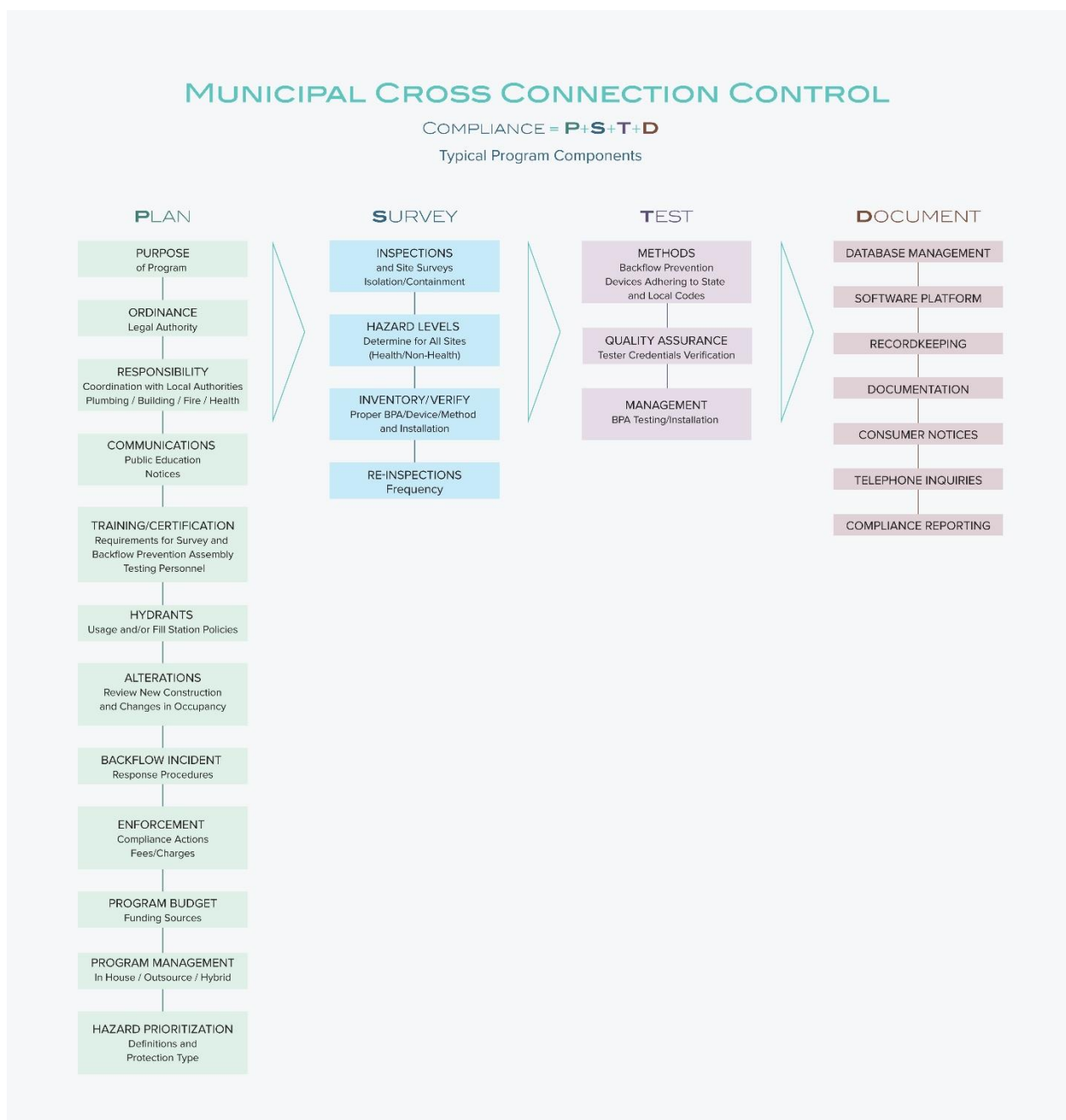
HydroCorp recognizes that many different stakeholders will be affected by a Cross-Connection Control Program. The following chart illustrates the various agencies, internal staff and external people that have an impact on overall program success and compliance.



HydroCorp strives to maintain a good working relationship and clearly communicate the goals of a Cross-Connection Control Program with all of the above stakeholders. We understand that our staff interaction in the community and with regulatory agencies is an extension of your positive community image. HydroCorp has maintained an excellent working relationship with local Mayors, City Managers, plumbing and building officials, health inspectors and others in order to provide them with a simple and clear understanding of the impact of a Cross-Connection Control program, regulations and the need to protect the drinking water supply from contamination.



2.4. Cross-Connection Control Plan Components





3. CROSS CONNECTION INSPECTION PROCESS

3.1. Inspections/Surveys

The water connections and plumbing systems of all water customers or accounts shall be initially inspected for the presence of cross connections. As a result of the initial inspection, a detailed record of each account shall be established.

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using standardized inspection forms, the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices & assemblies, and other pertinent program information. Inspectors having proper identification shall be permitted to enter the building/premises at reasonable times for the purpose of cross connection inspections. If the inspector is refused proper access or if customer plumbing is untraceable, the Village will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur, or are known/suspected to have cross connections.

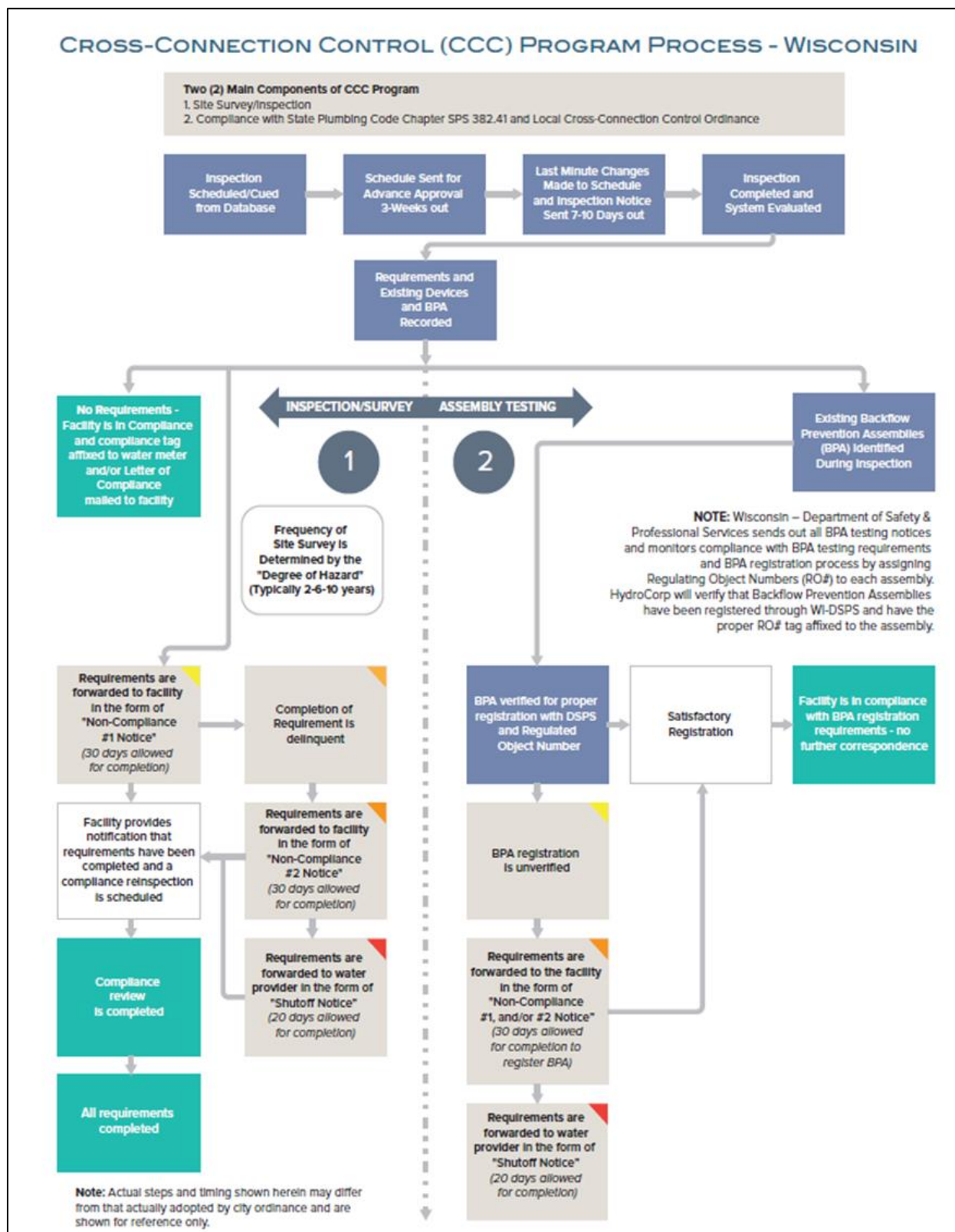
Once initial inspections are complete, a re-inspection frequency shall be determined for each account based on the degree of hazard/risk and potential for backflow in accordance with the requirements of the Village of Williams Bay Cross-Connection Control Plan. Accounts with an alternative frequency will require DNR Approval in writing. If requested, HydroCorp will develop an alternative frequency inspection schedule on behalf of the water utility and submit to DNR for final approval.

3.2. Definitions

- Initial Inspection – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard is assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- Compliance Inspection – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the Initial Inspection to verify that corrective action was completed and meets the program requirements.
- Re-Inspection – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (Re-Inspection cycle/frequency to be determined when Plan is developed).

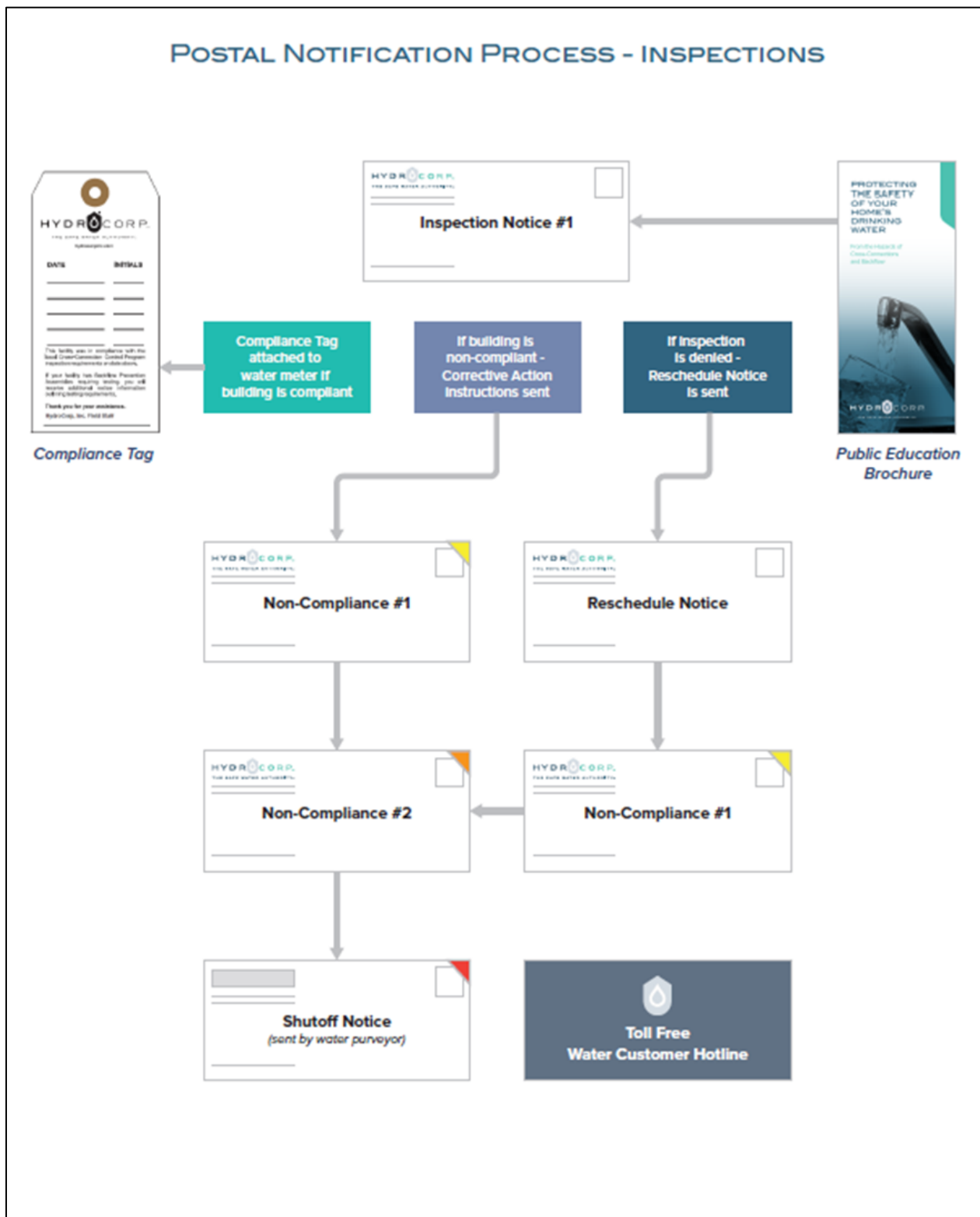


3.3. CCC Program Process





3.4. Postal Notification Process - Inspections





4. WATER CUSTOMER CARE AND ADMINISTRATION PROCESS

4.1. Program Data

The most critical element of a Cross-Connection Control Program is data integrity. Without accurate data, the Cross-Connection Control program will experience customer service, administrative, and reporting issues and also result in field survey inefficiencies.

4.2. Database Software

HydroCorp utilizes a proprietary software program – HydroSoft™ to manage Cross-Connection Control Program data. All program data captured shall remain the property of the Village of Williams Bay. All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall.

Standard reports include the following:

- Inspections scheduled, completed, overdue and compliance status
- Custom queries, data exports and reports as needed
- DNR Annual Report

4.3. Information Technology (I/T)

HydroCorp has a dedicated team member responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated person responsible for new client start up and database implementation in order to insure we have the most accurate information possible at any given point in time.

We have continually invested in both hardware infrastructure (Network Servers, Client Workstations, Firewalls and Tablet P.C.'s for Field Inspectors) and software in order to leverage technology in the workplace and to improve customer service and assist in lowering our costs to our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

4.4. Program Data Backup and Storage

All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall. The Application Server is backed up twice a day. 5 copies of the backup are then created and stored at 3 separate locations. 3 of the 5 backup copies are stored locally. One is on the application server itself, one is on our File server, and one is backed up to a Network Attached Storage (NAS) device. Having 3 local backup copies stored on the different machines means that in the unlikely event of a hardware malfunction, we can recover the data very quickly. Additionally, we backup the data to our backup server located in our Corporate Office, and we employ a secure on-line backup service that stores 2 copies of our backup at two independent locations.



4.5. Public Awareness Education

In the initial implementation phase of the Cross-Connection Control Program, Public Education on the topic should remain in the community spotlight. HydroCorp will provide a specialized speaker to participate/present at a town hall/public meeting engagement if requested. Press release information will be offered in digital format to the Village of Williams Bay for local distribution to local media resources & website if requested. Further, public education brochures will be available in electronic format for download and can be posted on the Village of Williams Bay web site.



Further Public Education resources including brochures and video files can be found at <http://www.hydrocorpinc.com/resources/links/>



5. EXECUTIVE SUMMARY, PROJECT FEES/COST

Based on your current program, HydroCorp™ will provide the following services to the **Village of Williams Bay**. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the **Village of Williams Bay** with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources (DNR) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the **Village of Williams Bay** and HydroCorp, you may expect completion of the following elements within a two (2) year period. The components of the project include:

- A. Perform initial inspections of (456) Residential water services and up to (478) inspections within the Village served by the public water supply for cross-connections. Compliance follow up visits shall be completed by HydroCorp and are included in the total inspections.
- B. Inspections will be conducted in accordance with the DNR Water Bureau Cross Connection Control regulations. Inspectors will survey exposed piping and utilize Isolation/Point of Use inventory method of surveying as supported by the State of Wisconsin Plumbing Code – SPS 382.41.
- C. HydroCorp will document existing backflow prevention devices and assemblies and verify proper installation and/or suggest corrective actions if devices and/or assemblies need to be installed to prevent cross-connections. Documentation to include make, model, size, manufacturer, serial number, location and regulated object number if applicable. In lieu of surveying residential kitchens and bathrooms, an educational brochure will be provided as allowed by DNR regulation NR 810.15.
- D. Notify each building owner prior to each inspection via postal letter with opportunity to schedule a specific time of inspection via the Hydro Designs Inc. Provide ongoing support for water customer scheduling and questions via the Hydro Designs Inc. WI office toll free 800# phone line, fax, or email.
- E. Online Appointment page for water customers to make their own appointments.
- F. Provide Water Utility and building owner with a detailed corrective action report for each non-compliant facility, in most cases, water utility personnel can perform effective follow up compliance inspections.
- G. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of corrective action(s) requirements, and general customer service and program education inquiries by an individual trained in Cross-Connection Control Program Management.
- H. Generate and document the required program data and compliance status using proprietary Software Data Management Program. Submit comprehensive management reports on a quarterly basis and prepare the State of Wisconsin, DNR Water Bureau Annual Cross Connection Control Program Activity Report.
- I. Conduct an annual review meeting to discuss overall program status and recommendations.
- J. Assist the Village with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.
- K. Provide ongoing support via phone, fax, internet, text or email.



PRICING/PROPOSED FEES

HydroCorp to complete inspections, appointments, customer care service and program administration. Compliance/follow up inspections and administration related to compliance/follow up inspections included.

PRICING:

_____ Initial Inspections of 456 residential services connections and an overall total of up to 478 inspections including follow up compliance inspections.

_____ \$32,424.00 dollars.

HydroCorp will invoice monthly in equal installments upon receipt of signed contract/agreement

Submitted by: HYDROCORP- CORPORATE OFFICE- 5700 CROOKS RD SUITE 100 TROY MI 48098

Craig Wolf | 612-850-8939 | cwolf@hydrocorpinc.com

Accepted by:

X _____

Village/Utility Representative (Signature)

Date

Printed Name / Title



6. BACKGROUND

6.1. The HydroCorp Promise

HydroCorp is the Safe Water Authority.™ It is our duty to provide the most precise and comprehensive technical services in the industry. It also means delivering those services with expert knowledge, professionalism, and sensitivity to budgets and schedules – the highest standard of water safety oversight, combined with the highest value.

The Result – Your water system is compliant. Your risk and exposure are reduced. Your water – and your people – are protected.

6.2. Company Overview

- Founded in 1983 and incorporated in 1988.
- The firm has grown from two employees to a staff of over 40 full time associates in multiple states. Average tenure with the company is 7 years and employee turnover is less than 10%.
- HydroCorp Conducts over 25,000 on site, Cross-Connection Control Inspections **annually**.
- HydroCorp provided Cross-Connection Control Program Management Services to over 240 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), and American Society for Sanitary Engineering (ASSE). We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp staff and company are active members in many water industry associations including:
 - American Water Works Association (AWWA) | AWWA – Wisconsin Chapter
 - National Rural Water Association (NRWA) | Wisconsin Rural Water Association
 - American Public Works Association (APWA)
- HydroCorp is not a Plumbing Company and does not utilize existing staff to perform backflow prevention assembly testing, repair or plumbing related services.



6.3. Office Address & Contact Information

Regional Office:	HYDROCORP – MIDWEST OFFICE 2665 S MOORLAND RD SUITE 209 NEW BERLIN WI 53151
Contact:	Craig Wolf
Telephone:	612-850-8939
Email:	cwolf@hydrocorpinc.com
Corporate Office: (Remit to Address)	HYDROCORP – CORPORATE OFFICE 5700 CROOKS ROAD SUITE 100 TROY MI 48098
Telephone:	800.690.6651 or 248.250.5000
Legal Status:	S-Corporation, 1988 E.I.D. 38-2810008
	



WI Office (Above) Corporate Office (Below)



7. PROJECT REFERENCES

- City of Marshfield, 1210 S Oak St, Marshfield, WI 54449 | John Richmond, Water Utility Manager, john.richmond@MarshfieldUtilities.org | 715-898-2170
- City of Chetek, 1125 Railroad Ave., Chetek, WI 54728 | Dan Knapp, Director-Public Works, chetekcs@chibardun.net | 715-924-4236
- Sturgeon Bay Utilities, 230 E. Vine St, Sturgeon Bay, WI 53235-007 | Cliff White, Superintendent, cwhite@wppienergy.org | 920-746-2820



8. PROJECT TEAM QUALIFICATIONS

Corporate Officers



Larry J. La Bute, Founder & CEO - Chairman of the Board of Directors. Mr. La Bute founded the company in 1983 to improve the safety of drinking water systems. He graduated from Oakland University with a B.S. in Management and received his Master's degree from S.S. Cyril & Methodius Seminary. Prior to founding HydroCorp, Mr. LaBute successfully founded and ran a water treatment equipment manufacturing company for 12 years.



Mark L. Martin, CPA & Chief Financial Officer. Mr. Martin joined HydroCorp in early 2007 and is a seasoned business executive experienced in working with growing small and mid-size companies across a broad range of industries. Mark received a B.S. in Accounting from Michigan State University in 1980 and is also a 10-year board member of Haiti Outreach Mission.



Glenn Adamus, COO. A member of the HydroCorp team for the past fourteen years, Glenn has managed various water quality analysis projects related to process water and potable water systems on HydroCorp's behalf, including Stage 2 DBPR, Lead and Copper Rule, water distribution system/quality characterization studies, water main/system disinfections, legionella risk assessment and monitoring, and industry compliance monitoring. He has also performed and managed numerous cross connection control surveys/consulting projects for large industry and public water systems throughout the United States.



Paul Patterson, Senior Vice President. Mr. Patterson joined HydroCorp, Inc. in 2004, and is responsible for operational oversight of over 200 Cross-Connection Control Programs throughout Michigan, Delaware, Maryland, Florida, Wisconsin and Virginia. Before joining HydroCorp, Mr. Patterson was a member of the U.S. Air Force, where he assisted in the implementation of a stateside installation Cross-Connection Control Program. Paul is an ASSE Certified Instructor for Backflow Assembly Testing Certification and regularly presents at regional water industry association conferences.



Staff Bios Continued



Dave Cardinal, Vice President, Municipal Division. Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. He is responsible for establishing business practices, field operation procedures, and administrative functions related to cross connection control program management. Dave is an ASSE Certified Instructor for multiple ASSE Certifications related to Cross-Connection Control and Backflow Prevention. Dave also has been a speaker at numerous Water Industry Conferences.



Craig Wolf, New Cross-Connection Control Program development in the Midwest Region. Since 2009 at HydroCorp, he was responsible for identification of hazards and deficiencies and determining proper recommendations for over 130 municipal client cross-connection control programs in Wisconsin. He also generated inspection reports and protection recommendations for over 3,000 individual facility surveys of cross-connections. Certified by ASSE for Cross-Connection Control Surveying, Craig applies years of field experience to offering solutions for public water systems that are cost effective. In the past 4 years, Craig has been focused on client retention efforts, and developing new Cross Connection Control Programs for Municipal Water Systems around the region.



Ryan Hensley, Administrative Account Manager – Municipal Division. As an Administrative Account Manager Ryan Hensley is responsible for providing administrative support to field surveyors, regional managers and division directors with all components associated with managing a comprehensive cross connection control program, in addition to providing highest level of customer service to our municipal clients. Ryan has been a member of the HydroCorp team for over 10 years and is an ASSE 5150 certified Backflow Prevention Program Administrator.

He is an advanced user of the HydroSoft data management program & responsible for providing day to day tech support to the entire staff and external clients. Ryan also assists in the planning, testing & training of HydroSoft for clients and end users.

Field Inspectors/Surveyors/Technicians

HydroCorp invests continuously in educational training and development of its team members. All of the HydroCorp Field Inspectors assigned to this project are certified in Cross-Connection Control Surveying and Backflow Prevention Program Management through one the following programs:

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this May 1st, 2023 by and between the Village of Williams Bay organized and existing under the laws of the State of Wisconsin, referred to as “Utility”, and HydroCorp™ a Michigan Corporation, referred to as “HydroCorp”.

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Wisconsin and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users’ facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquiries, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the “Scope of Services”). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW/PROGRAM START UP MEETING. HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Prioritize Inspections (City buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities



- Establish facility inspection schedule
- Review/establish procedures and protocol for addressing specific hazards
- Review/establish high hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools
- Review/establish educational and public awareness brochures

2.2 INSPECTIONS. HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Wisconsin Department of Natural Resources (DNR) Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (two, six or ten year re-inspection cycle).

2.3 INSPECTION SCHEDULE. HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

2.4 PROGRAM DATA. HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections
- Notify users of inspections, backflow device installation and testing requirements if applicable
- Monitor inspection compliance using the HydroCorp online software management program. (Note: WI Department of Safety & Professional Services (DSPS) manages backflow prevention assembly testing notification and compliance.)
- Maintain program to comply with all DNR regulations

2.5 MANAGEMENT REPORTS. HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE. HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Penalties for noncompliance.



- 2.7 **VACUUM BREAKERS.** **Utility** will provide up to six (6) ASSE approved hose bill vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 **PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website cross connection control program content.
- 2.9 **SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.10 **FACILITY TYPES.** The facility types included in the program are as follows:
- Residential
- 2.11 **INSPECTION TERMS.** HydroCorp will perform **(456) Initial inspection, and up to (478)** total inspections over a **two (2)** year contract period. The total inspections include all initial inspections, compliance and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show or refusal of onsite inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 **COMPLIANCE WITH DEPARTMENT OF NATURAL RESOURCES ADMINISTRATIVE CODE.** HydroCorp will assist in compliance with DNR and Wisconsin Administrative Code cross connection control program requirements for all residential facilities.
- 2.13 **POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross connection control policy manual/plan and submit to WI-DNR for approval on behalf of the Utility.
- 2.14 **INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model and serial number if applicable.
- 2.15 **DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 **ANNUAL YEAR END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.
- 2.17 **CROSS CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **478** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 **INSURANCE.** HydroCorp will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.



ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on **May 1st, 2023** and end **two (2) years** from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this two-year agreement the Utility will have the option to automatically renew for a one (1) year term. Any increases in pricing for the one-year renewal will be equal to the annual Consumer Price Index as measured in the local/regional area at the time of renewal.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** From the Beginning thirty (30) days after execution of this Agreement, the Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of **\$1,351.00** per month, **\$16,212.00** annually for a **two (2)** year contract period totaling **\$32,424.00**.
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not



made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.

- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Wisconsin Public Records Law, Chapter 19, Wis. Stats. HydroCorp agrees to make available for inspection and copying all records (as defined in sec. 19.32 (2), Wis. Stats.) in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.
- 5.3 HYDROCORP INSURANCE.** HydroCorp currently maintains the following insurance coverage's and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given



to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this Agreement.
- 5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Wisconsin, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Wisconsin.
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:



If to HydroCorp:

HydroCorp
c/o Craig Wolf
5700 Crooks Road, Ste. 100
Troy, MI 48337
(612) 850-8939

If to Utility:

Village of Williams Bay
250 Williams St.
Williams Bay, WI 53191

- 5.15 **SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

VILLAGE OF WILLIAMS BAY

By:
Title:

HydroCorp



By: Craig Wolf



Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.



**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. 2023-R-__**

**A RESOLUTION AUTHORIZING RENEWAL OF RESIDENTIAL AND COMMERCIAL
CROSS CONNECTION CONTROL PROGRAM WITH HYDRO CORP.**

WHEREAS, to protect public water systems, the State of Wisconsin mandates that municipalities to have active cross-connection control services program; and

WHEREAS, the Village of Williams Bay contracts with Hydro Corp (Hydro) for the Village water system cross-connection control services for residential and commercial buildings; and

WHEREAS, Hydro submitted the attached Professional Services Agreement (Agreement) proposal to continue and provide these services; and

WHEREAS, on May 10, 2023, the Village of Williams Bay Water & Sewer Committee determined that it is in the best interests of the Village and its residents to authorize approval of the residential and commercial proposals from Hydro (478 residential for \$32,424 and 76 commercial for \$11,016); and

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the recommended proposal.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, do hereby ordain as follows:

Section I: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

Section II: Approval. The President and Board of Trustees hereby approves the recommended proposal and authorizes an agreement, therefore.

Approved by the Village Board of the Village of Williams Bay this 15th day of May 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

PROPOSAL

CROSS-CONNECTION CONTROL SERVICES

Village of Williams Bay

250 Williams St.
Williams Bay, WI 53191

April 4, 2023

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.



Cross-Connection Control /

Backflow Prevention

Water Meter Change Out & Installation
Services

Legionella Prevention & Control

Water System Surveys / Flow Diagrams

Pipe System Mapping & Labeling

Regulatory Compliance Assistance /
Documentation



CORPORATE OFFICE
5700 CROOKS RD SUITE 100
TROY MI 48098
800.315.4305 TOLL FREE
262.264.6402 PHONE

PROJECT CONSULTANT: Craig Wolf
612-850-8939 CELL
cwolf@hydrocorpinc.com EMAIL



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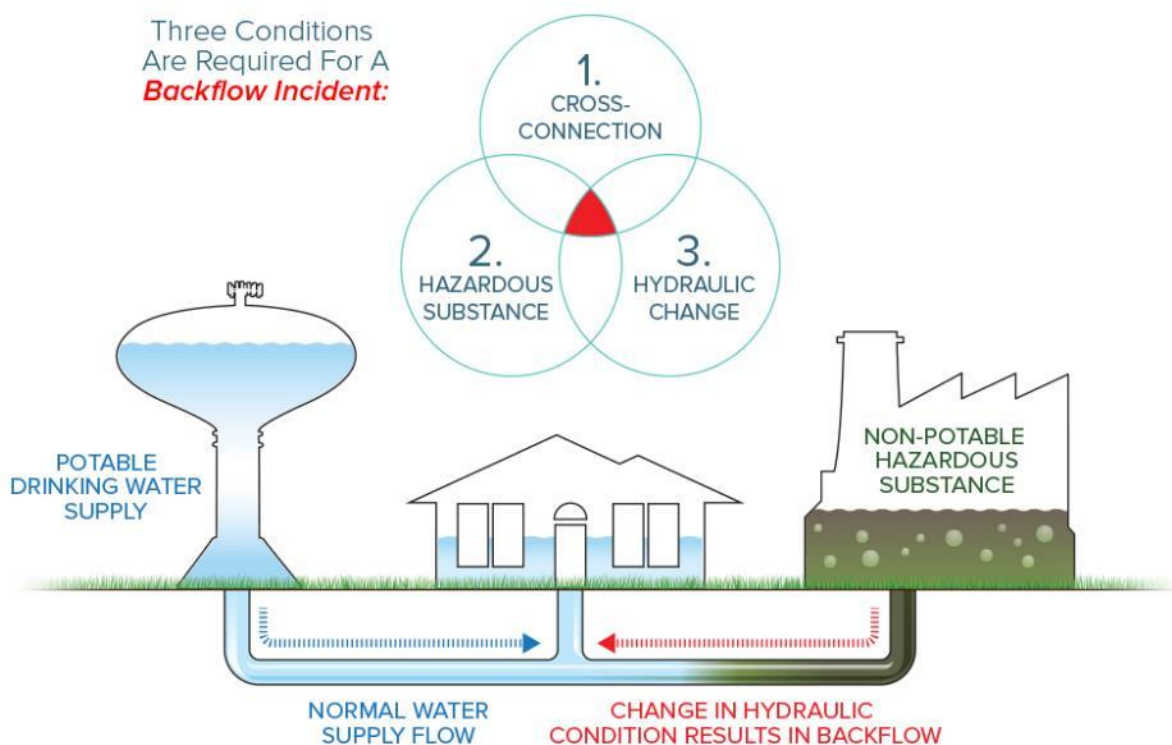
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1. INTRODUCTION

1.1. Definitions

- Backflow – the undesirable reversal of flow of liquid, gas or other substance in a piping system.
- Backflow Preventer – an assembly, device, or method that prevents backflow.
- Cross-Connection – an actual connection or a potential connection between any part of a potable water system and any other environment that would allow substances to enter the potable water system.
- Cross-Connection Control – a program to eliminate cross-connections or to prevent them from causing a public health threat.
- Cross-Connection Control Survey – the review of the plumbing system to determine the existence of potential or actual cross-connections and to assess the degree of hazard of protected and unprotected cross-connections.



1.2. Common Cross-Connection Hazards

- Garden Hose connections with missing backflow preventers.
- Water Softener discharge lines directly connected to drain piping.
- Boilers with missing or inappropriate backflow preventers.
- Improperly installed or Backflow Prevention Assemblies missing test documentation.

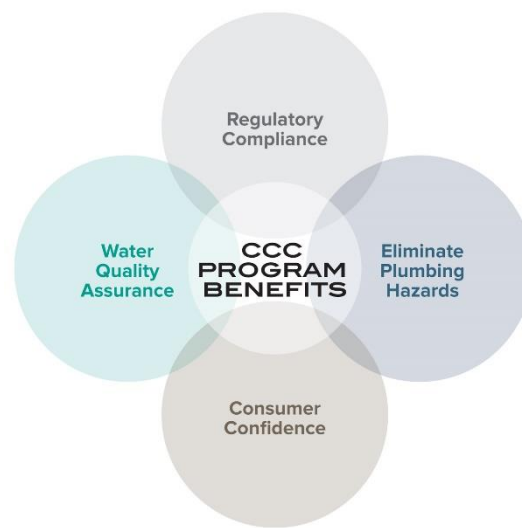


- Toilets with faulty or unapproved anti-siphon fill valves.
- Lawn Irrigation systems with missing or inappropriate backflow preventers.
- Restaurant equipment connected to water supply with missing backflow preventers.
- Dental office equipment with missing backflow preventers.
- Fire Sprinkler systems with missing or inappropriate backflow preventers.
- Chemical mixing systems in janitorial closets with missing backflow preventers.

2. PROJECT WORK PLAN

2.1. Purpose of a Cross-Connection Control Program

- Protect the water supply from backflow & public health and safety.
- Comply with state and local regulations (WI-DNR 810.15).
- Minimize risk and liability.
- Eliminate hazardous cross-connections to the drinking water supply.

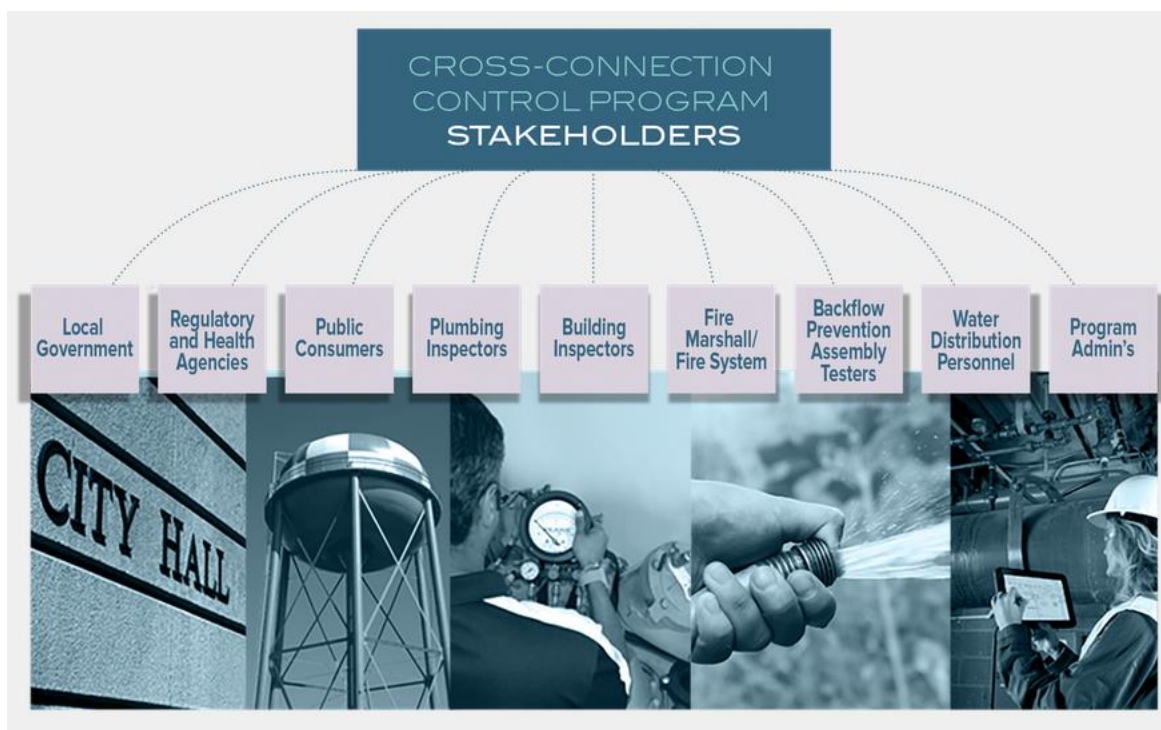


2.2. Meeting the Cross-Connection Control Program Objectives

- Providing cross-connection consultation to the **Village of Williams Bay**.
- Developing a written comprehensive Cross-Connection Control Plan.
- Routinely inspecting water customers for cross-connections or potential cross-connections.
- Maintaining cross-connection control records.
- Notifying water customers of violations and corrective action instructions.
- Providing water customer non-compliance status to the water utility.
- Providing public education.

2.3. Stakeholders

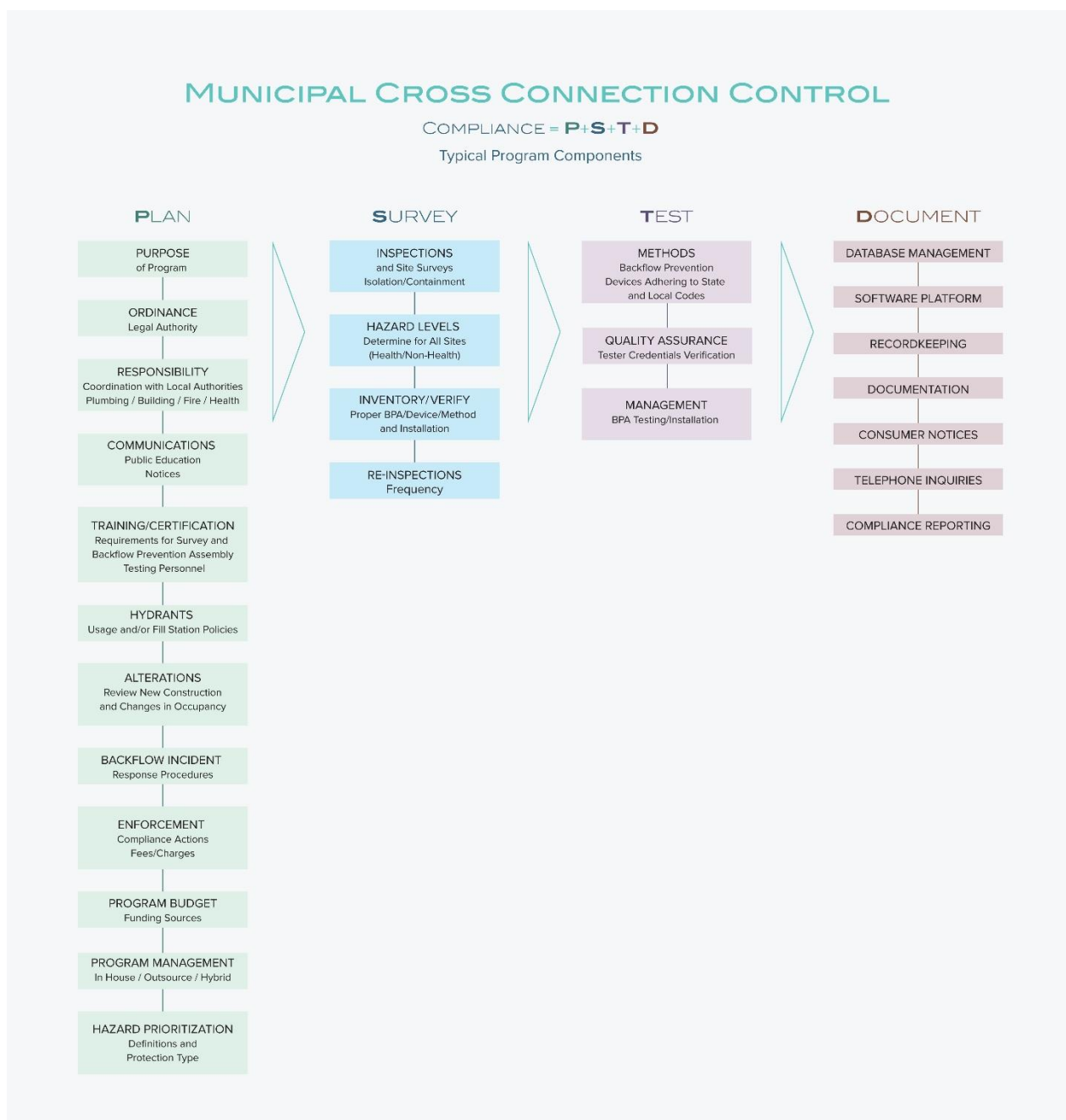
HydroCorp recognizes that many different stakeholders will be affected by a Cross-Connection Control Program. The following chart illustrates the various agencies, internal staff and external people that have an impact on overall program success and compliance.



HydroCorp strives to maintain a good working relationship and clearly communicate the goals of a Cross-Connection Control Program with all of the above stakeholders. We understand that our staff interaction in the community and with regulatory agencies is an extension of your positive community image. HydroCorp has maintained an excellent working relationship with local Mayors, City Managers, plumbing and building officials, health inspectors and others in order to provide them with a simple and clear understanding of the impact of a Cross-Connection Control program, regulations and the need to protect the drinking water supply from contamination.



2.4. Cross-Connection Control Plan Components





3. CROSS CONNECTION INSPECTION PROCESS

3.1. Inspections/Surveys

The water connections and plumbing systems of all water customers or accounts shall be initially inspected for the presence of cross connections. As a result of the initial inspection, a detailed record of each account shall be established.

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using standardized inspection forms, the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices & assemblies, and other pertinent program information. Inspectors having proper identification shall be permitted to enter the building/premises at reasonable times for the purpose of cross connection inspections. If the inspector is refused proper access or if customer plumbing is untraceable, the Village will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur, or are known/suspected to have cross connections.

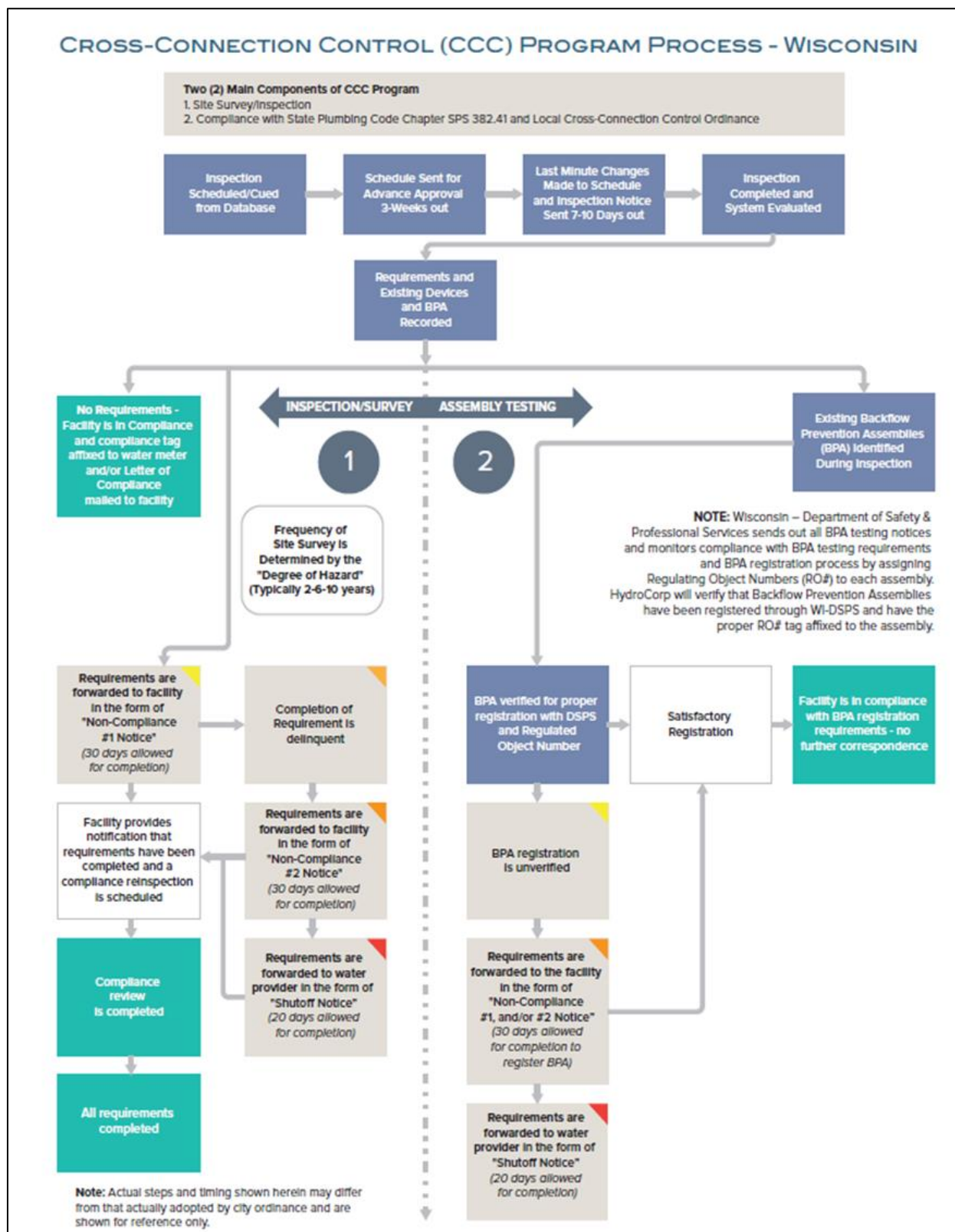
Once initial inspections are complete, a re-inspection frequency shall be determined for each account based on the degree of hazard/risk and potential for backflow in accordance with the requirements of the Village of Williams Bay Cross-Connection Control Plan. Accounts with an alternative frequency will require DNR Approval in writing. If requested, HydroCorp will develop an alternative frequency inspection schedule on behalf of the water utility and submit to DNR for final approval.

3.2. Definitions

- Initial Inspection – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard is assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- Compliance Inspection – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the Initial Inspection to verify that corrective action was completed and meets the program requirements.
- Re-Inspection – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (Re-Inspection cycle/frequency to be determined when Plan is developed).

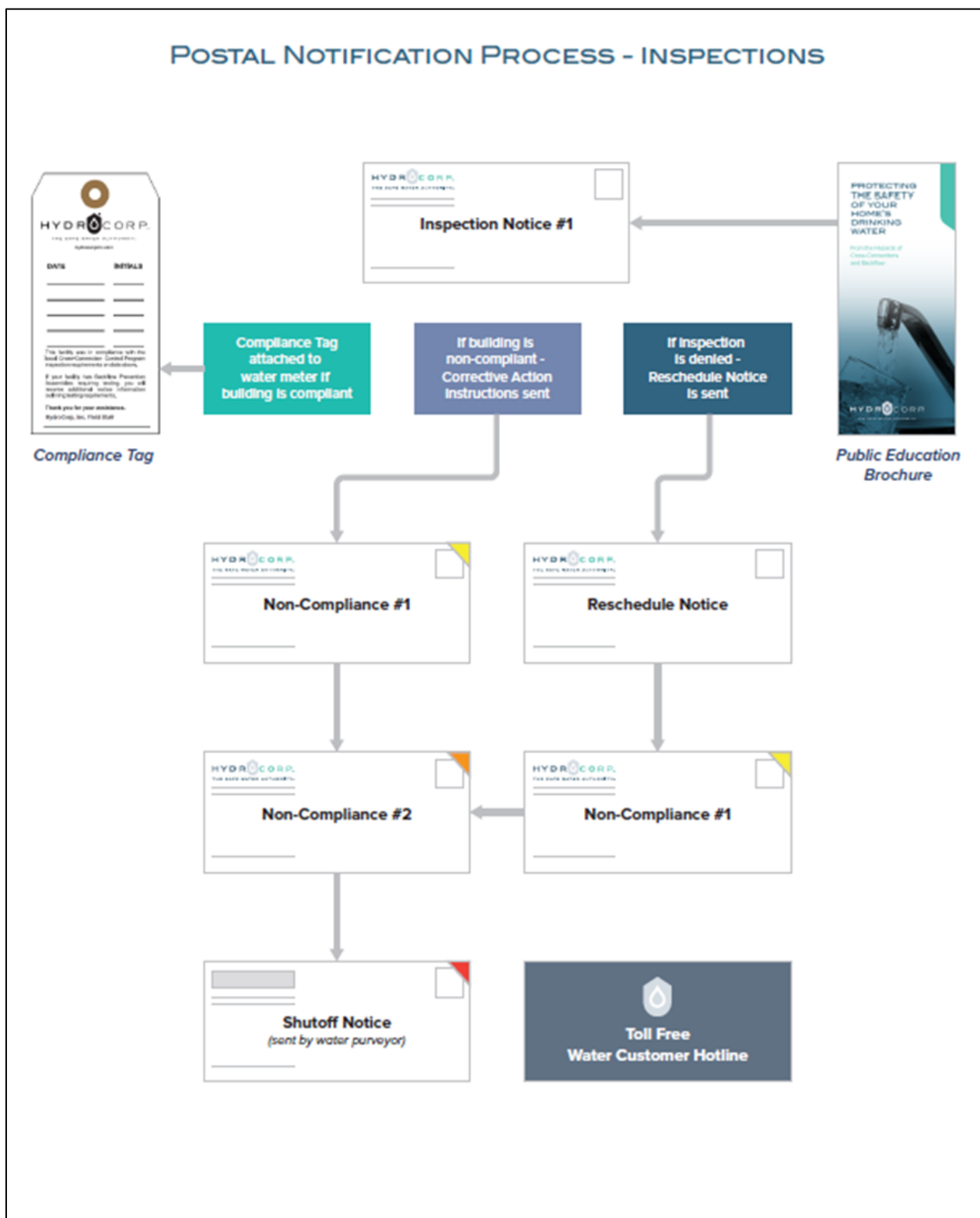


3.3. CCC Program Process





3.4. Postal Notification Process - Inspections





4. WATER CUSTOMER CARE AND ADMINISTRATION PROCESS

4.1. Program Data

The most critical element of a Cross-Connection Control Program is data integrity. Without accurate data, the Cross-Connection Control program will experience customer service, administrative, and reporting issues and also result in field survey inefficiencies.

4.2. Database Software

HydroCorp utilizes a proprietary software program – HydroSoft™ to manage Cross-Connection Control Program data. All program data captured shall remain the property of the Village of Williams Bay. All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall.

Standard reports include the following:

- Inspections scheduled, completed, overdue and compliance status
- Custom queries, data exports and reports as needed
- DNR Annual Report

4.3. Information Technology (I/T)

HydroCorp has a dedicated team member responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated person responsible for new client start up and database implementation in order to insure we have the most accurate information possible at any given point in time.

We have continually invested in both hardware infrastructure (Network Servers, Client Workstations, Firewalls and Tablet P.C.'s for Field Inspectors) and software in order to leverage technology in the workplace and to improve customer service and assist in lowering our costs to our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

4.4. Program Data Backup and Storage

All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall. The Application Server is backed up twice a day. 5 copies of the backup are then created and stored at 3 separate locations. 3 of the 5 backup copies are stored locally. One is on the application server itself, one is on our File server, and one is backed up to a Network Attached Storage (NAS) device. Having 3 local backup copies stored on the different machines means that in the unlikely event of a hardware malfunction, we can recover the data very quickly. Additionally, we backup the data to our backup server located in our Corporate Office, and we employ a secure on-line backup service that stores 2 copies of our backup at two independent locations.



4.5. Public Awareness Education

In the initial implementation phase of the Cross-Connection Control Program, Public Education on the topic should remain in the community spotlight. HydroCorp will provide a specialized speaker to participate/present at a town hall/public meeting engagement if requested. Press release information will be offered in digital format to the Village of Williams Bay for local distribution to local media resources & website if requested. Further, public education brochures will be available in electronic format for download and can be posted on the Village of Williams Bay web site.



Further Public Education resources including brochures and video files can be found at <http://www.hydrocorpinc.com/resources/links/>



5. EXECUTIVE SUMMARY, PROJECT FEES/COST

Based on your current program, HydroCorp™ will provide the following services to the **Village of Williams Bay**. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the **Village of Williams Bay** with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources (DNR) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the **Village of Williams Bay** and HydroCorp, you may expect completion of the following elements within a two (2) year period. The components of the project include:

- A. Perform initial inspections of (60) Non-Residential water services and up to (76) inspections within the Village served by the public water supply for cross-connections. Compliance follow up visits shall be completed by HydroCorp and are included in the total inspections.
- B. Inspections will be conducted in accordance with the DNR Water Bureau Cross Connection Control regulations. Inspectors will survey exposed piping and utilize Isolation/Point of Use inventory method of surveying as supported by the State of Wisconsin Plumbing Code – SPS 382.41.
- C. HydroCorp will document existing backflow prevention devices and assemblies and verify proper installation and/or suggest corrective actions if devices and/or assemblies need to be installed to prevent cross-connections. Documentation to include make, model, size, manufacturer, serial number, location and regulated object number if applicable. In lieu of surveying residential kitchens and bathrooms, an educational brochure will be provided as allowed by DNR regulation NR 810.15.
- D. Notify each building owner prior to each inspection via postal letter with opportunity to schedule a specific time of inspection via the Hydro Designs Inc. Provide ongoing support for water customer scheduling and questions via the Hydro Designs Inc. WI office toll free 800# phone line, fax, or email.
- E. Provide Water Utility and building owner with a detailed corrective action report for each non-compliant facility, in most cases, water utility personnel can perform effective follow up compliance inspections.
- F. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of corrective action(s) requirements, and general customer service and program education inquiries by an individual trained in Cross-Connection Control Program Management.
- G. Generate and document the required program data and compliance status using proprietary Software Data Management Program. Submit comprehensive management reports on a quarterly basis and prepare the State of Wisconsin, DNR Water Bureau Annual Cross Connection Control Program Activity Report.
- H. Conduct an annual review meeting to discuss overall program status and recommendations.
- I. Assist the Village with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.
- J. Provide ongoing support via phone, fax, internet, text or email.



PRICING/PROPOSED FEES

HydroCorp to complete inspections, appointments, customer care service and program administration. Compliance/follow up inspections and administration related to compliance/follow up inspections included.

PRICING:

_____ **Initial Inspections of 60 non-residential services connections and an overall total of up to 76 inspections including follow up compliance inspections.**

_____ **\$11,016.00 dollars.**

HydroCorp will invoice monthly in equal installments upon receipt of signed contract/agreement

Submitted by: HYDROCORP- CORPORATE OFFICE- 5700 CROOKS RD SUITE 100 TROY MI 48098

Craig Wolf | 612-850-8939 | cwolf@hydrocorpinc.com

Accepted by:

X _____

Village/Utility Representative (Signature)

Date

Printed Name / Title



6. BACKGROUND

6.1. The HydroCorp Promise

HydroCorp is the Safe Water Authority.™ It is our duty to provide the most precise and comprehensive technical services in the industry. It also means delivering those services with expert knowledge, professionalism, and sensitivity to budgets and schedules – the highest standard of water safety oversight, combined with the highest value.

The Result – Your water system is compliant. Your risk and exposure are reduced. Your water – and your people – are protected.

6.2. Company Overview

- Founded in 1983 and incorporated in 1988.
- The firm has grown from two employees to a staff of over 40 full time associates in multiple states. Average tenure with the company is 7 years and employee turnover is less than 10%.
- HydroCorp Conducts over 25,000 on site, Cross-Connection Control Inspections **annually**.
- HydroCorp provided Cross-Connection Control Program Management Services to over 240 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), and American Society for Sanitary Engineering (ASSE). We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp staff and company are active members in many water industry associations including:
 - American Water Works Association (AWWA) | AWWA – Wisconsin Chapter
 - National Rural Water Association (NRWA) | Wisconsin Rural Water Association
 - American Public Works Association (APWA)
- HydroCorp is not a Plumbing Company and does not utilize existing staff to perform backflow prevention assembly testing, repair or plumbing related services.



6.3. Office Address & Contact Information

Regional Office:	HYDROCORP – MIDWEST OFFICE 2665 S MOORLAND RD SUITE 209 NEW BERLIN WI 53151
Contact:	Craig Wolf
Telephone:	612-850-8939
Email:	cwolf@hydrocorpinc.com
Corporate Office: (Remit to Address)	HYDROCORP – CORPORATE OFFICE 5700 CROOKS ROAD SUITE 100 TROY MI 48098
Telephone:	800.690.6651 or 248.250.5000
Legal Status:	S-Corporation, 1988 E.I.D. 38-2810008
	



WI Office (Above) Corporate Office (Below)



7. PROJECT REFERENCES

- City of Marshfield, 1210 S Oak St, Marshfield, WI 54449 | John Richmond, Water Utility Manager, john.richmond@MarshfieldUtilities.org | 715-898-2170
- City of Chetek, 1125 Railroad Ave., Chetek, WI 54728 | Dan Knapp, Director-Public Works, chetekcs@chibardun.net | 715-924-4236
- Sturgeon Bay Utilities, 230 E. Vine St, Sturgeon Bay, WI 53235-007 | Cliff White, Superintendent, cwhite@wppienergy.org | 920-746-2820



8. PROJECT TEAM QUALIFICATIONS

Corporate Officers



Larry J. La Bute, Founder & CEO - Chairman of the Board of Directors. Mr. La Bute founded the company in 1983 to improve the safety of drinking water systems. He graduated from Oakland University with a B.S. in Management and received his Master's degree from S.S. Cyril & Methodius Seminary. Prior to founding HydroCorp, Mr. LaBute successfully founded and ran a water treatment equipment manufacturing company for 12 years.



Mark L. Martin, CPA & Chief Financial Officer. Mr. Martin joined HydroCorp in early 2007 and is a seasoned business executive experienced in working with growing small and mid-size companies across a broad range of industries. Mark received a B.S. in Accounting from Michigan State University in 1980 and is also a 10-year board member of Haiti Outreach Mission.



Glenn Adamus, COO. A member of the HydroCorp team for the past fourteen years, Glenn has managed various water quality analysis projects related to process water and potable water systems on HydroCorp's behalf, including Stage 2 DBPR, Lead and Copper Rule, water distribution system/quality characterization studies, water main/system disinfections, legionella risk assessment and monitoring, and industry compliance monitoring. He has also performed and managed numerous cross connection control surveys/consulting projects for large industry and public water systems throughout the United States.



Paul Patterson, Senior Vice President. Mr. Patterson joined HydroCorp, Inc. in 2004, and is responsible for operational oversight of over 200 Cross-Connection Control Programs throughout Michigan, Delaware, Maryland, Florida, Wisconsin and Virginia. Before joining HydroCorp, Mr. Patterson was a member of the U.S. Air Force, where he assisted in the implementation of a stateside installation Cross-Connection Control Program. Paul is an ASSE Certified Instructor for Backflow Assembly Testing Certification and regularly presents at regional water industry association conferences.



Staff Bios Continued



Dave Cardinal, Vice President, Municipal Division. Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. He is responsible for establishing business practices, field operation procedures, and administrative functions related to cross connection control program management. Dave is an ASSE Certified Instructor for multiple ASSE Certifications related to Cross-Connection Control and Backflow Prevention. Dave also has been a speaker at numerous Water Industry Conferences.



Craig Wolf, New Cross-Connection Control Program development in the Midwest Region. Since 2009 at HydroCorp, he was responsible for identification of hazards and deficiencies and determining proper recommendations for over 130 municipal client cross-connection control programs in Wisconsin. He also generated inspection reports and protection recommendations for over 3,000 individual facility surveys of cross-connections. Certified by ASSE for Cross-Connection Control Surveying, Craig applies years of field experience to offering solutions for public water systems that are cost effective. In the past 4 years, Craig has been focused on client retention efforts, and developing new Cross Connection Control Programs for Municipal Water Systems around the region.



Ryan Hensley, Administrative Account Manager – Municipal Division. As an Administrative Account Manager Ryan Hensley is responsible for providing administrative support to field surveyors, regional managers and division directors with all components associated with managing a comprehensive cross connection control program, in addition to providing highest level of customer service to our municipal clients. Ryan has been a member of the HydroCorp team for over 10 years and is an ASSE 5150 certified Backflow Prevention Program Administrator.

He is an advanced user of the HydroSoft data management program & responsible for providing day to day tech support to the entire staff and external clients. Ryan also assists in the planning, testing & training of HydroSoft for clients and end users.

Field Inspectors/Surveyors/Technicians

HydroCorp invests continuously in educational training and development of its team members. All of the HydroCorp Field Inspectors assigned to this project are certified in Cross-Connection Control Surveying and Backflow Prevention Program Management through one the following programs:

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this May 1st, 2023 by and between the Village of Williams Bay organized and existing under the laws of the State of Wisconsin, referred to as “Utility”, and HydroCorp™ a Michigan Corporation, referred to as “HydroCorp”.

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Wisconsin and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users’ facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquiries, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the “Scope of Services”). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW/PROGRAM START UP MEETING. HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Prioritize Inspections (City buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities



- Establish facility inspection schedule
- Review/establish procedures and protocol for addressing specific hazards
- Review/establish high hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools
- Review/establish educational and public awareness brochures

2.2 INSPECTIONS. HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Wisconsin Department of Natural Resources (DNR) Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (two, six or ten year re-inspection cycle).

2.3 INSPECTION SCHEDULE. HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

2.4 PROGRAM DATA. HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections
- Notify users of inspections, backflow device installation and testing requirements if applicable
- Monitor inspection compliance using the HydroCorp online software management program. (Note: WI Department of Safety & Professional Services (DSPS) manages backflow prevention assembly testing notification and compliance.)
- Maintain program to comply with all DNR regulations

2.5 MANAGEMENT REPORTS. HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE. HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** Utility will provide up to six (6) ASSE approved hose bill vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website cross connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
 - Institutional
 - Commercial
 - Miscellaneous Water users
 - Multifamily
- Complex Facilities.** Large industrial and high hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross connection control survey (at the business owner's expense) may be required at these larger/complex facilities and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform **(60) Initial inspection, and up to (76)** total inspections over a **two (2)** year contract period. The total inspections include all initial inspections, compliance and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show or refusal of onsite inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF NATURAL RESOURCES ADMINISTRATIVE CODE.** HydroCorp will assist in compliance with DNR and Wisconsin Administrative Code cross connection control program requirements for all commercial, industrial, institutional, multifamily and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross connection control policy manual/plan and submit to WI-DNR for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.
- 2.17 CROSS CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **76** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.



ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on **May 1st, 2023** and end **two (2) years** from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this two-year agreement the Utility will have the option to automatically renew for a one (1) year term. Any increases in pricing for the one-year renewal will be equal to the annual Consumer Price Index as measured in the local/regional area at the time of renewal.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** From the Beginning thirty (30) days after execution of this Agreement, the Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of **\$459.00** per month, **\$5,508.00** annually for a **two (2)** year contract period totaling **\$11,016.00**.
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not



made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.

- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Wisconsin Public Records Law, Chapter 19, Wis. Stats. HydroCorp agrees to make available for inspection and copying all records (as defined in sec. 19.32 (2), Wis. Stats.) in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.

- 5.3 HYDROCORP INSURANCE.** HydroCorp currently maintains the following insurance coverage's and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given



to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this Agreement.
- 5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Wisconsin, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Wisconsin.
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:



If to HydroCorp:

HydroCorp
c/o Craig Wolf
5700 Crooks Road, Ste. 100
Troy, MI 48337
(612) 850-8939

If to Utility:

Village of Williams Bay
250 Williams St.
Williams Bay, WI 53191

- 5.15 **SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

VILLAGE OF WILLIAMS BAY

By:
Title:

HydroCorp



By: Craig Wolf



Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.



May 9, 2023

Mr. David Lothspeich, Administrator
Village of Williams Bay
250 Williams Street
Williams Bay, WI 53191

Highlighted items are
major revisions to a May
4, 2023 recommendation
that did not include
streetscape improvements

Subject: Village of Williams Bay – STH 67 West Utility Improvements - Revised

Dear Mr. Lothspeich:

As requested, we reviewed 30 percent Wisconsin Department of Transportation (WDOT) plans for the STH 67 resurfacing project planned for construction in 2026 or 2027. We also reviewed the record drawings for the water main and the televising tapes for the sanitary sewer in West Geneva Street (STH 67) that are within the planned resurfacing limits. The paragraphs that follow further describe the planned sanitary sewer, water main, and roadway improvements. We recommend the Village inform the WDOT of the following:

- The Village intends to relay about 700 feet of sanitary sewer between Williams Street and Walworth Avenue; see enclosed Exhibit A and Table 1.
- The Village intends to replace the water main within West Geneva Street; see enclosed Exhibit B and Table 1.
- The Village desires streetscaping between Elkhorn Road and Williams Street.
- The Village requests the WDOT to include the water and sewer improvements on the 60 percent WDOT plans.

Sanitary Sewer Improvements

The sanitary sewer, see enclosed Exhibit A, in this section of roadway is vitrified clay pipe installed prior to the 1962 roadway and storm sewer; it is in average condition and needs maintenance but not immediate repair except in the section between Williams Street and Walworth Avenue, which is undersized, appears to have sections abandoned, and has an offset joint at the Walworth Avenue drop connection. Enclosed Table 1 – Section 1 – Sanitary Sewer summarizes the planned sanitary sewer improvements; the expected Village cost is \$617,000.

Water Main Improvements

The water main, see enclosed Exhibit B, in this section of roadway is from the early 1930's; it is at the end of its useful life and has hydrants and valves that need replacement. A new

12-inch water main will increase the available fire flow to the downtown, former elementary school area, and the intersecting streets. The planned location is under the westbound parking lane. There will be a normally closed valve near the former elementary school to maintain the two pressure zones. The proposed water main should increase the available fire flow along this route from 1400 gallons per minute to 2800 gallons per minute, which meets Insurance Services Office (ISO) Standards for commercial areas. Enclosed Table 1-Section 2 – Water Main summarizes the planned water main improvements; the expected Village cost is \$4,100,000.

Roadway Improvements

On the most recent project the WDOT funded the two traffic lanes; the Village funded the parking lanes and the difference between the replacement and rehabilitation cost for the section south of Olive Street. Enclosed for reference is the State Municipal Agreement for the most recent project showing the funding allocation for each component of the project. Federal funding was not available for streetscaping, and it may not be available for streetscaping for the planned project; if it is available, it is typically 80 percent federal funded. The enclosed Table 1-Section 3 - Roadway summarizes the planned roadway improvements, including an allowance of \$410,000 for streetscaping without federal funding; the expected Village cost is \$1.1M.

The existing roadway within the Village limits is either concrete or rubblized (previously shattered in place) concrete under 4-inches of asphalt pavement. The planned rehabilitation consists of milling and replacing the 4-inch asphalt surface. We expect the WDOT will require the Village to replace the concrete base materials with asphalt prior to milling, like the recent north-south section of STH 67. The WDOT is only showing sidewalk improvements at the intersection where they are installing curb ramps; the Village should plan additional sidewalk replacement. The WDOT does not appear to be planning storm water or storm sewer improvements.

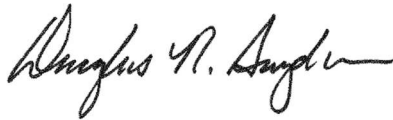
Enclosed in an excerpt from the WDOT 30 percent plans within the Village. The Village should require the WDOT to construct the utility improvements within the roadway as part of the WDOT contract and include the design of these improvements in the 60 percent plan set. The Village will benefit by avoiding work with other utilities and should save money by not replacing the pavement in-kind and not using concrete slurry backfill material over the utility. The concrete slurry is a combination of cement and stone delivered by a concrete truck. It is more than twice the cost of granular backfill. The pavement in-kind and the use of concrete slurry backfill would add approximately \$900,000 to the cost of the project. We

expect the WDOT to cost share between the pavement in the travel lane and pavement in the parking lane, like the current project.

Please call if you have any questions.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



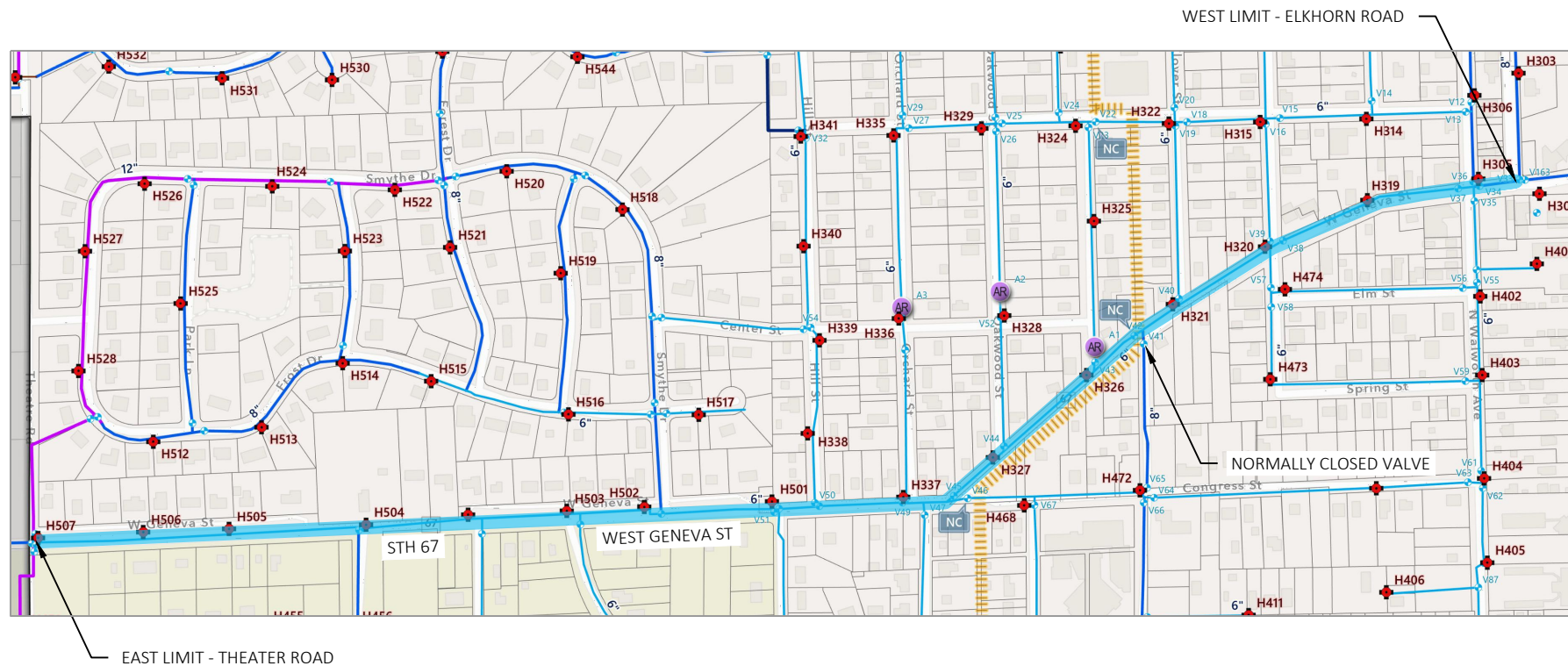
Douglas R. Snyder, P.E.

DRS:drs

Enclosures: as noted

CC: Wayne Edwards, DPW

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BAXTER & WOODMAN
Consulting Engineers



Table 1
Preliminary Opinion of Probable Cost

Section 1 - Sanitary Sewer

No.	Item	Approximate Quantity	Unit Price	Totals
1	Relay on West Geneva - Williams Street to Walworth Ave.	700 LF	\$ 300	\$ 210,000
2	Sanitary Manhole	3 EA	\$ 15,000	\$ 45,000
3	Sanitary Laterals and Connection	14 EA	\$ 8,000	\$ 112,000
4	Temporary Pavement	1,200 LF	\$ 50	\$ 60,000
5	Restoration and Traffic Control	1 LS	\$ 30,000	\$ 30,000

Section 1 Construction Cost = \$ 457,000
Engineering, Legal, and Contingencies (35%) \$ 160,000
Section 1 Project Cost = \$ 617,000

Section 2 - Water Main

No.	Item	Approximate Quantity	Unit Price	Totals
1	12-Inch Main	7,500 LF	\$ 225	\$ 1,687,500
2	Intersection Connections, Including Valves	16 EA	\$ 18,000	\$ 288,000
3	Hydrant Assembly	12 EA	\$ 7,500	\$ 90,000
4	Water Service Reconnections	90 EA	\$ 5,000	\$ 450,000
5	Temporary Pavement	7,500 LF	\$ 50	\$ 375,000
6	Abandon Existing Water Main/Hydrants	1 LS	\$ 80,000	\$ 80,000
7	Restoration and Traffic Control	1 LS	\$ 60,000	\$ 60,000

Section 2 Construction Cost = \$ 3,030,500
Engineering, Legal, and Contingencies (35%) \$ 1,060,500
Section 2 Project Cost = \$ 4,091,000

Section 3 - Roadway - Non Participating Costs

No.	Item	Approximate Quantity	Unit Price	Totals
1	Pavement Replacement - Parking Lanes	8000 SY	\$ 35	\$ 280,000
2	Pavement Replacement - Williams Street to Walworth Ave	2200 SY	\$ 40	\$ 88,000
3	Additional Sidewalk Replacement	3000 SF	\$ 12	\$ 36,000
4	Streetscaping Improvements - Elkhorn Rd. to Williams St.	1 LS	\$ 410,000	\$ 410,000

Section 3 Construction Cost = \$ 814,000
Engineering, Legal, and Contingencies (35%) = \$ 285,000
Section 3 Project Cost = \$ 1,099,000

Total Cost \$ 5,807,000



**1st Revision
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT**

This agreement supersedes the agreement signed by the Municipality on February 20, 2020 and signed by the State on February 26, 2020.

Revised date: August 1, 2022

Date: August 20, 2019

I.D.: 3325-06-01/71/72

Road Name: STH 67

Limits: Geneva St to Glenwood Dr

County: Walworth

Roadway Length: 1.21 Miles

The signatory Village of Williams Bay, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan).

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%*
Preliminary Engineering: Plan Development	\$ 180,000	\$ 180,000	100%	\$ -	0%
Real Estate Acquisition: Acquisition	\$ 10,000	\$ 10,000	100%	\$ -	0%
Compensable Utilities	\$ 1,000	\$ 1,000	100%	\$ -	0%
Construction: Participating					
Resurface Segment	\$ 1,482,000	\$ 1,482,000	100.0%	\$ -	0.00%
Parking(resurface segment)	\$ 29,000		0.0%	\$ 29,000	LSUM
Pavement Replace Segment	\$ 616,620	\$ 229,691	37.25%	\$ 386,929	62.75%
Soil borings performed by Municipality				\$ (3,710)	LSUM
Non-Participating	\$ 1,067,300	\$ -	0%	\$ 1,067,300	100%
Total Cost Distribution	\$ 3,385,920	\$ 1,902,691		\$ 1,479,519	

* See Item 9 Basis for local participation in Terms and Conditions

This request is subject to the terms and conditions that follow (pages 2 – 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of

neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the Village of Williams Bay (please sign in blue ink)		
Name <u><i>Keith P. Dure</i></u>	Title <u><i>President</i></u>	Date <u><i>8/60/22</i></u>
Signed for and in behalf of the State (please sign in blue ink)		
Name <u><i>Tony J. Barth</i></u>	Title SE Region Planning Chief	Date <u><i>8/17/2022</i></u>

TERMS AND CONDITIONS:

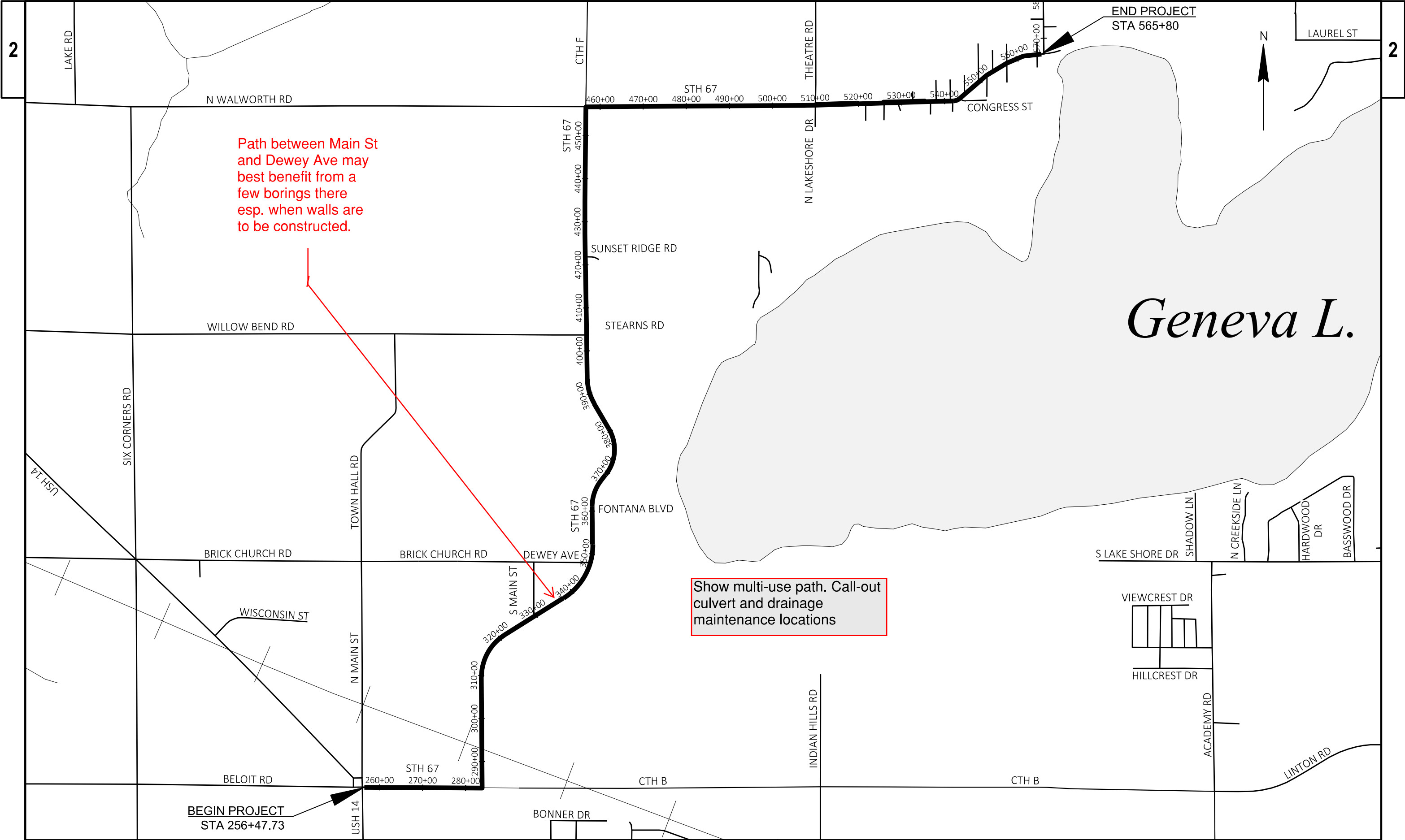
1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table that show Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality. The costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted. The Municipality will be responsible for actual costs incurred.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or

Facility Owner includes the following items:

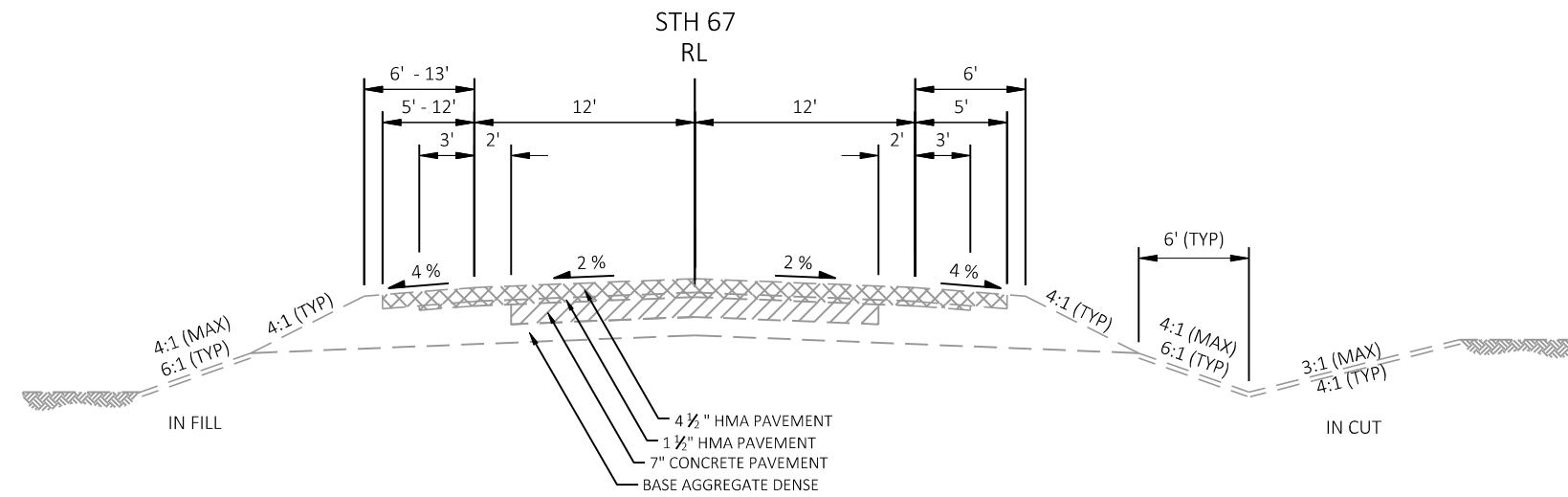
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and Bridge width in excess of standards.
 - (d) Construction inspection, staking and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality shall at its own cost and expense:
- (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by Community Sensitive Solutions (CSS).
 - (c) Maintain and accept responsibility for the energy, operation, maintenance, repair and replacement of the lighting system.
 - (d) Prohibit angle parking.
 - (e) Regulate parking along the highway. The municipality will file a parking declaration with the state.
 - (f) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (g) Provide complete plans, specifications and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions or claims resulting from the sanitary sewer and water system construction.
 - (h) Maintain all Community Sensitive Solutions (CSS) and/or enhancement funded items.
 - (i) Coordinate with the state on changes to highway access within the project limits.
 - (j) In cooperation with the state, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - (k) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).

9. Basis for local participation: Participation is based on actual costs incurred, all costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted.
- (a) Funding for preliminary engineering 100% State
 - (b) Funding for real estate required for standard roadway construction, 100% State
 - (c) Funding for compensable utilities required for standard roadway construction, 100% State.
 - (d) Funding for construction of standard roadway items in the resurfacing segment, and the removal of the stairs in the SW corner of the Geneva Street intersection 100% State.
 - (e) Funding for parking lanes in the resurface segment, a Municipal total payment of \$29,000, billed as the project progresses.
 - (f) Funding for construction of standard roadway items in the pavement replacement segment– 37.25% State, 62.75% Municipal. Percentage is based on difference in cost between resurface (DOT recommended) and pavement replacement (Municipal requested), and parking lanes at 100% Municipal.
 - (g) Funding for soil boring performed but the Municipality for the State, 100% State. This will be applied as a credit against the non-participating work on 3325-06-72 as a one-time lump sum amount of \$3,710.
 - (h) Funding for non-participating items 100% Municipality.

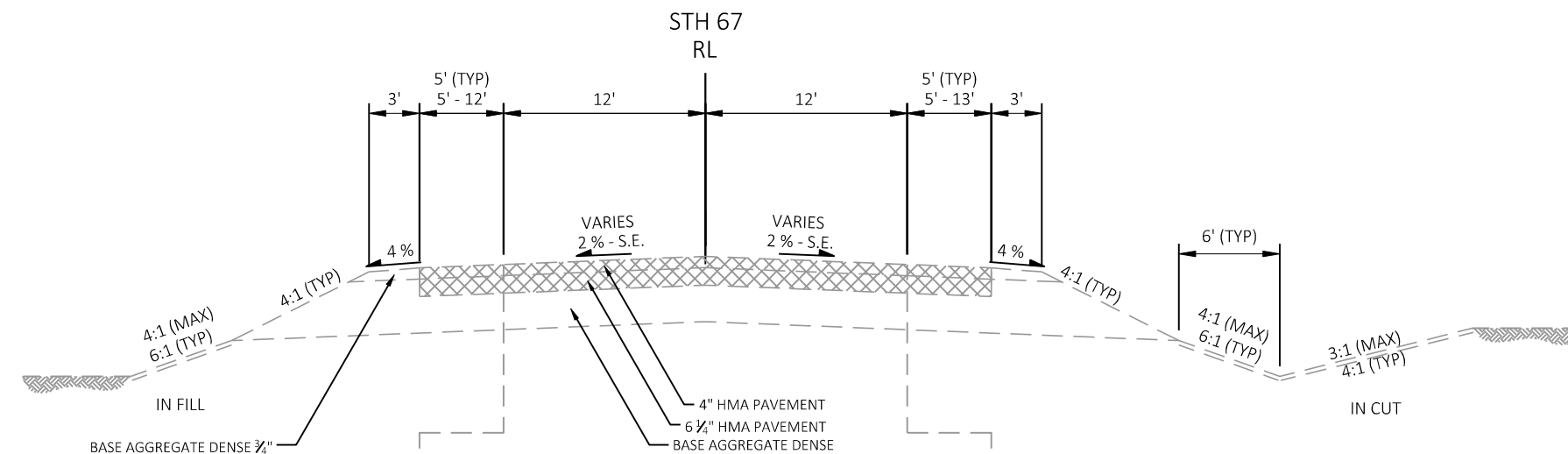
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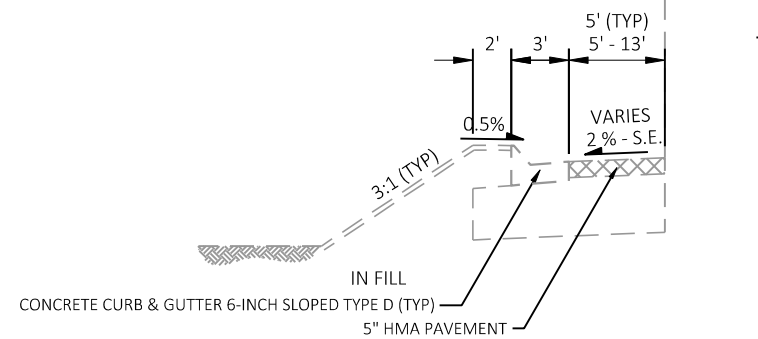
PROJECT NO:	3325-08-70	HWY:	STH 67	COUNTY:	WALWORTH	PROJECT OVERVIEW	SHEET	PRE 2	E
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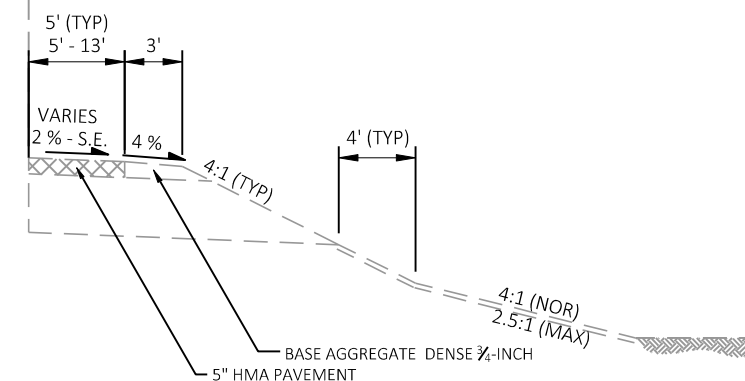
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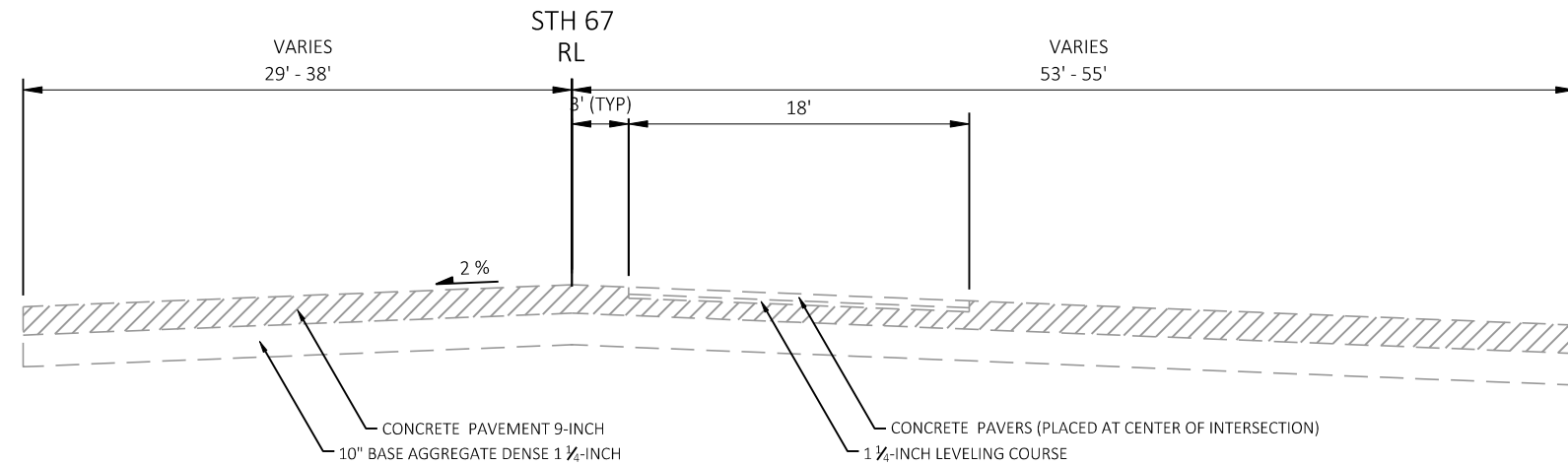
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STA 378+08 TO STA 508+38



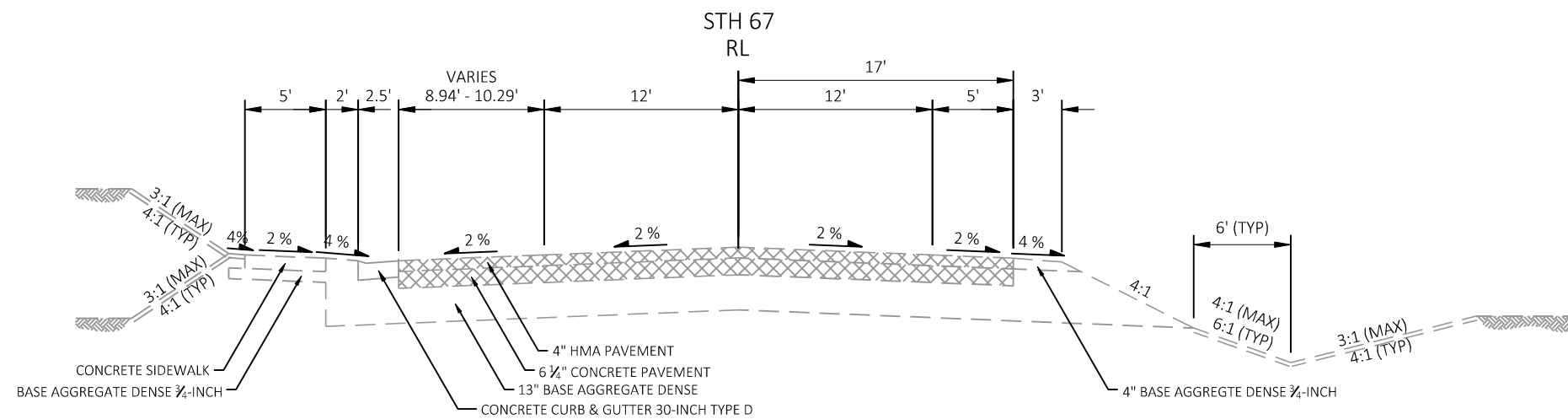
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STA 312+60 TO STA 314+06, LT
STA 322+93 TO STA 330+11, LT
STA 388+86 TO STA 390+20, LT
STA 403+14 TO STA 404+43, LT
STA 456+09 TO STA 457+31, LT
STA 309+67 TO STA 316+44, RT
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STA 421+05 TO STA 422+35, RT
STA 456+01 TO STA 457+35, RT



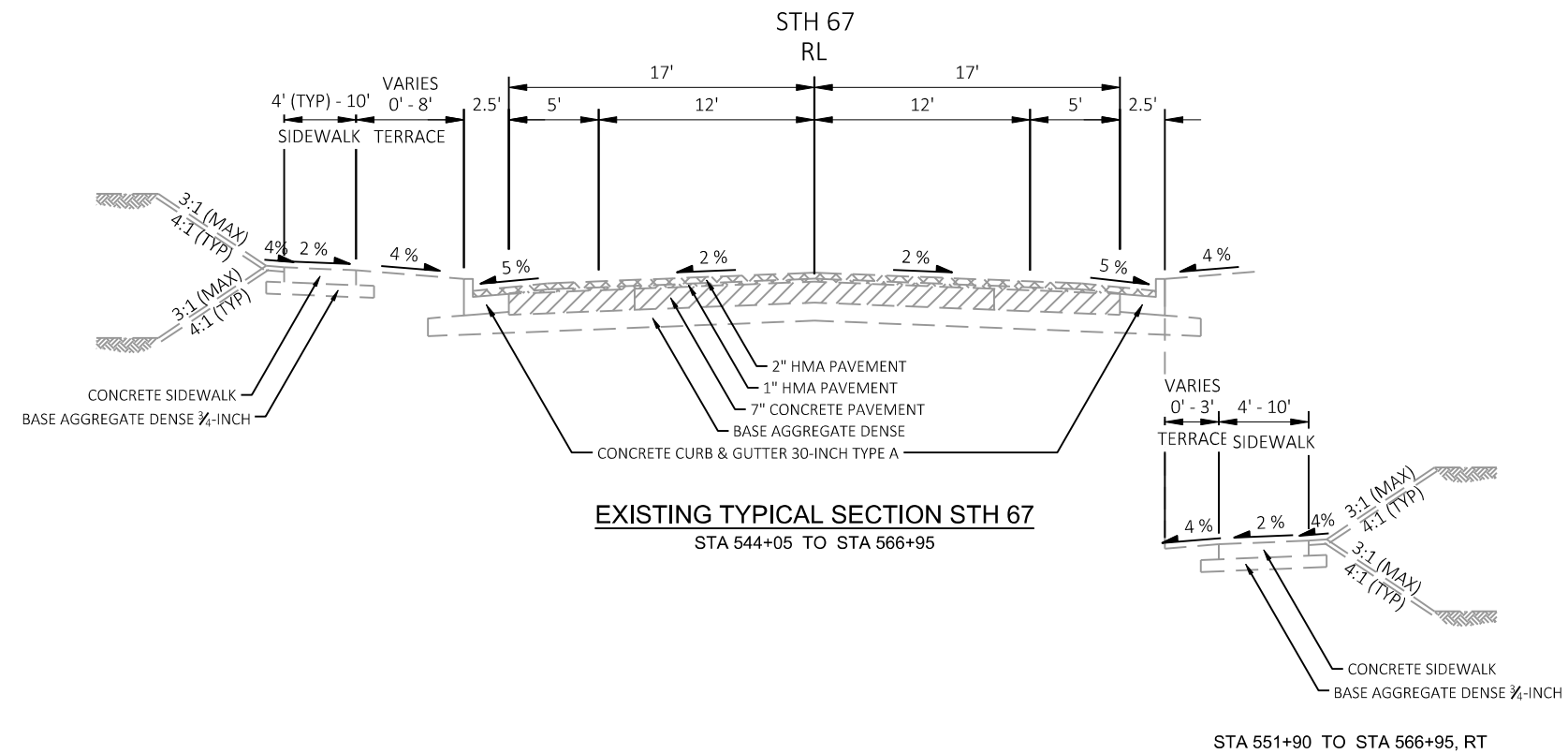
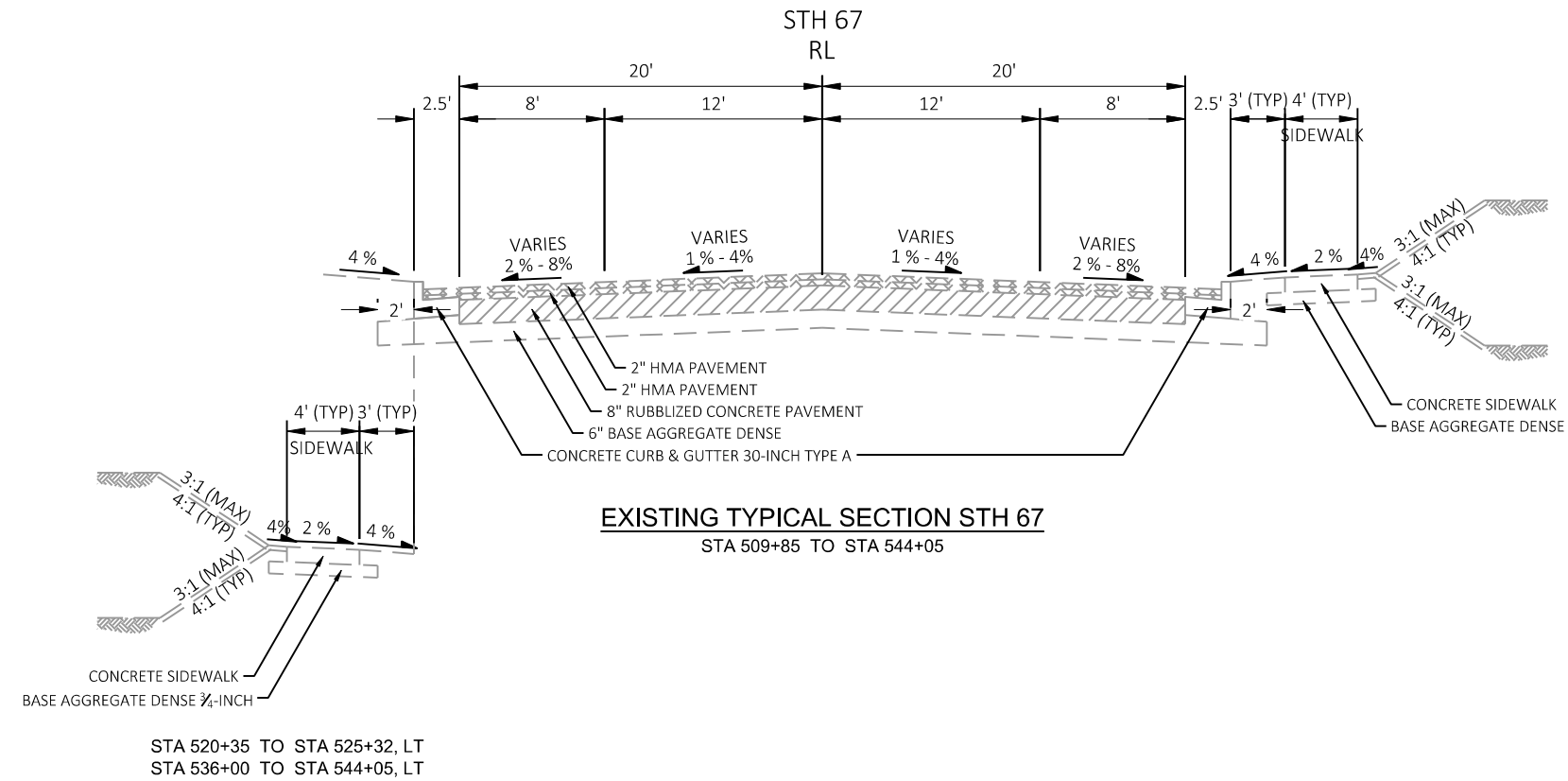
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TRANSITIONS TO CURB AND GUTTER SECTIONS, LT & RT

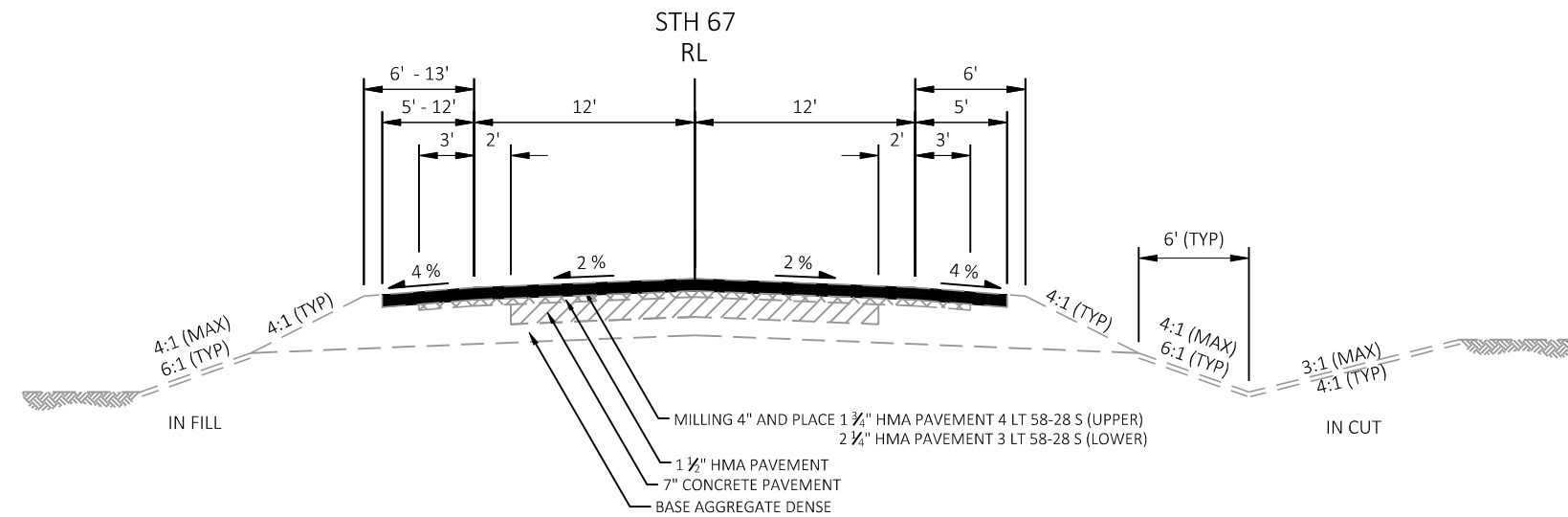
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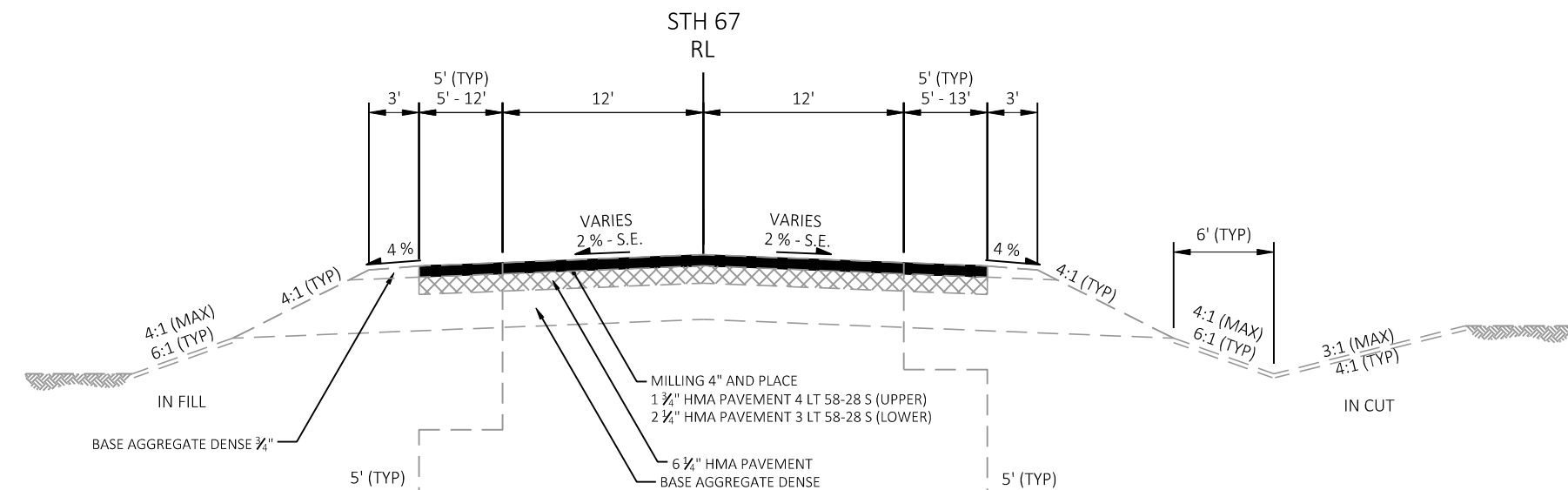
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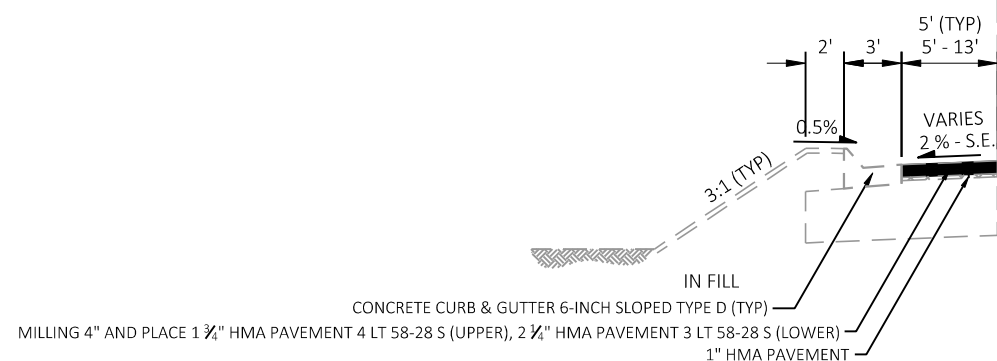




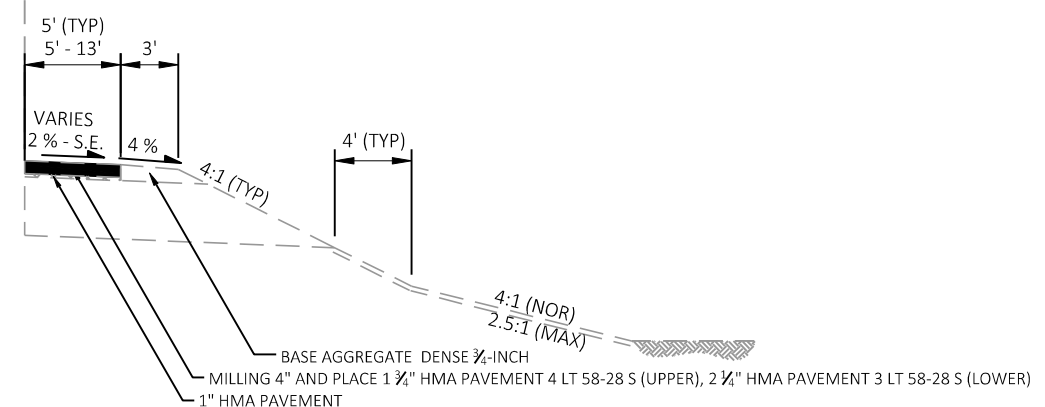
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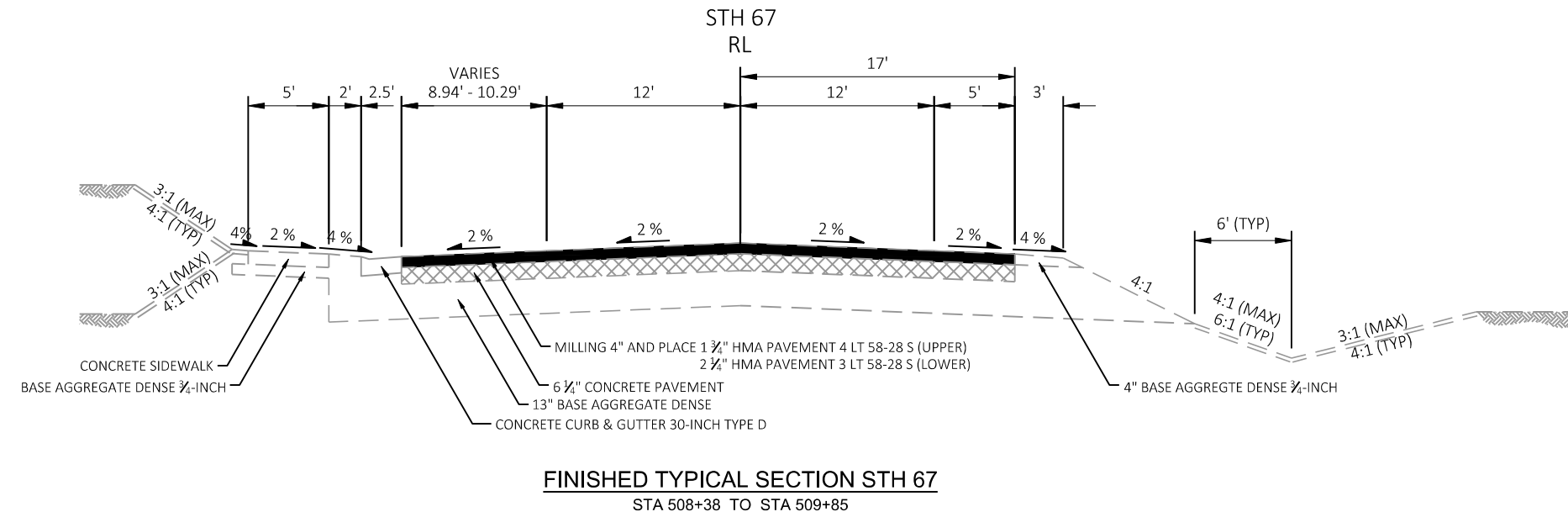
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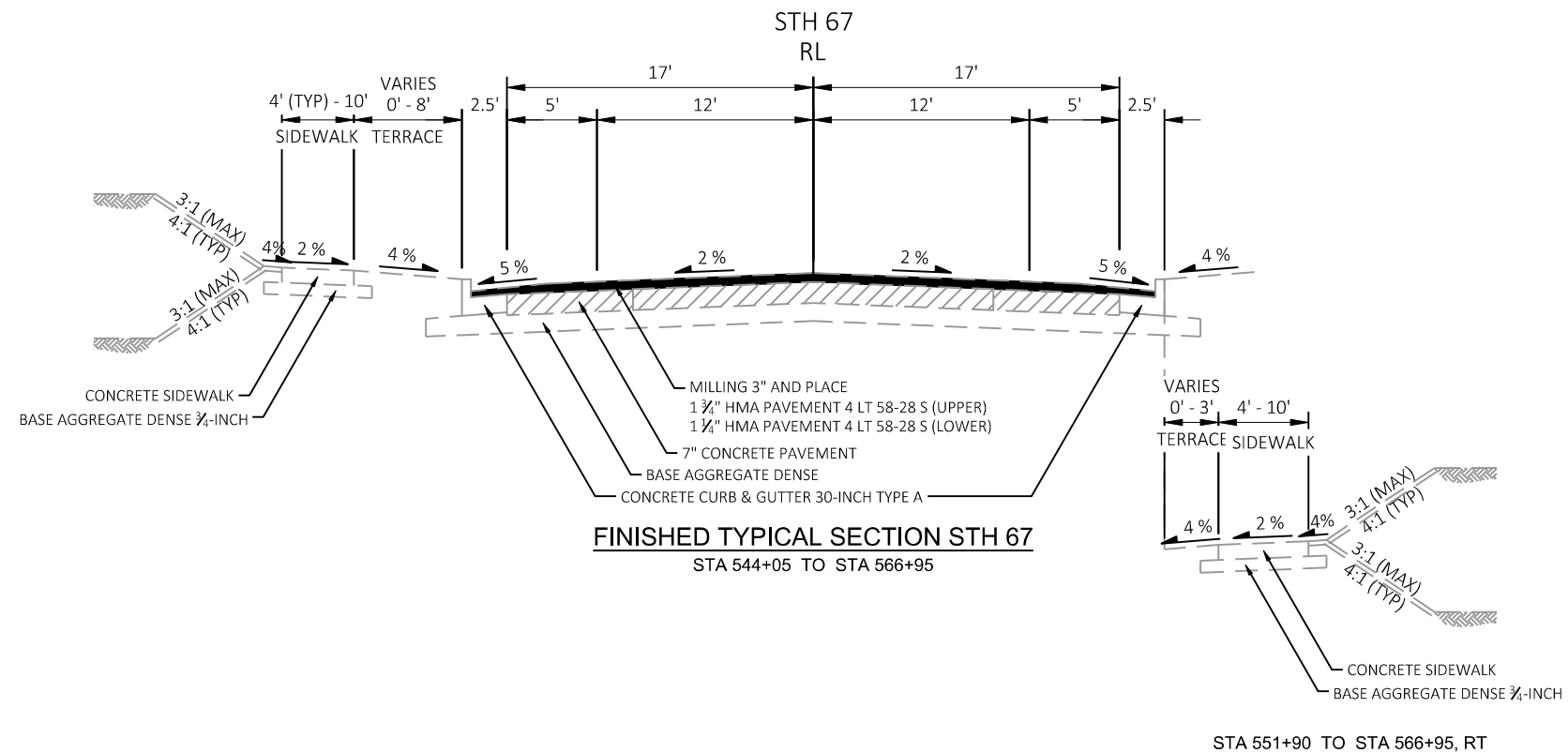
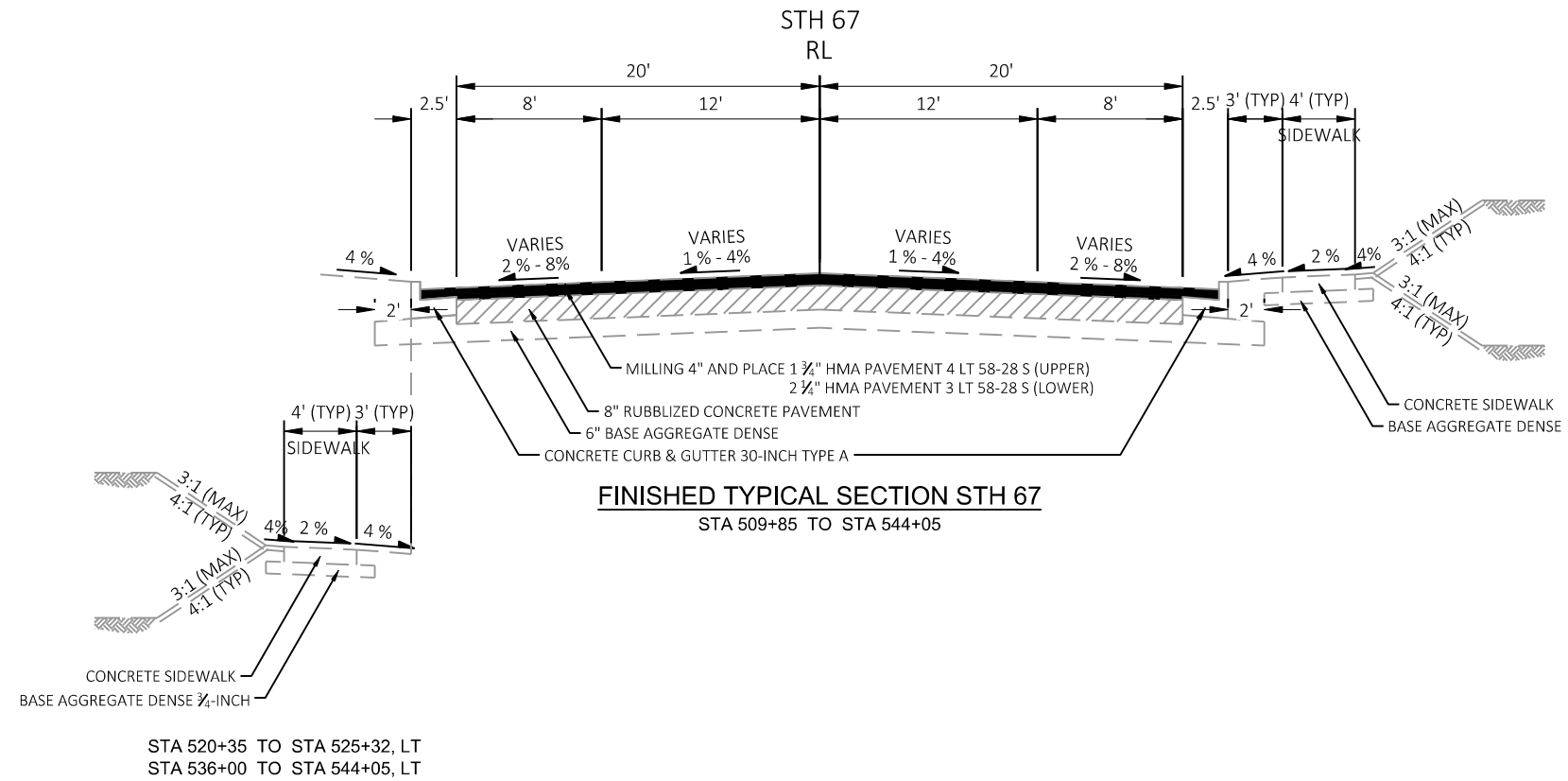


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STA 388+86 TO STA 390+20, LT
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STA 456+09 TO STA 457+31, LT
STA 309+67 TO STA 316+44, RT
STA 328+22 TO STA 329+71, RT
STA 403+50 TO STA 404+30, RT
STA 421+05 TO STA 422+35, RT
STA 456+01 TO STA 457+35, RT



FINISHED TYPICAL SECTION STH 67 AT INTERSECTION IMPROVEMENTS
TRANSITIONS TO CURB AND GUTTER SECTIONS, LT & RT





PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

TYPICAL SECTIONS - STH 67

SHEET

PRE 15 E

MATCH LINE 506+00

MATCH LINE 512+00

LEGEND	
ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
▨	AREA OF SALVAGED BRICK PAVER PLACEMENT
⊗ OR X	CLEARING AND GRUBBING

PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET

PRE 59 E

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PLOT BY: SENZ, LUKE

PLOT NAME:

PLOT SCALE: 1 IN=40 FT

WISDOT/CADD SHEET 42





PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 61 E

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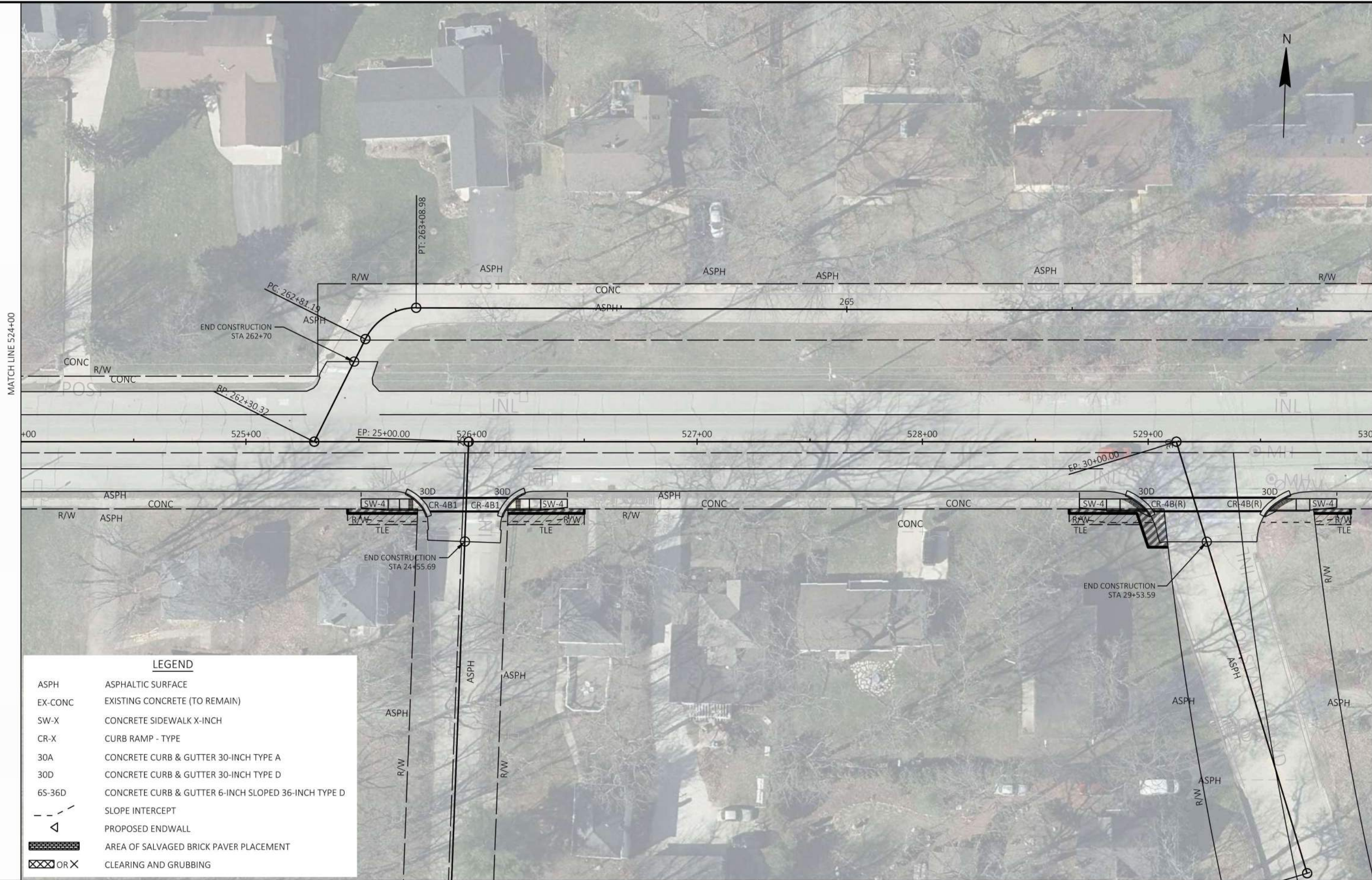
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PLOT NAME:

PLOT SCALE: 1 IN=40 FT

WISDOT/CADD SHEET 42





PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 63 E

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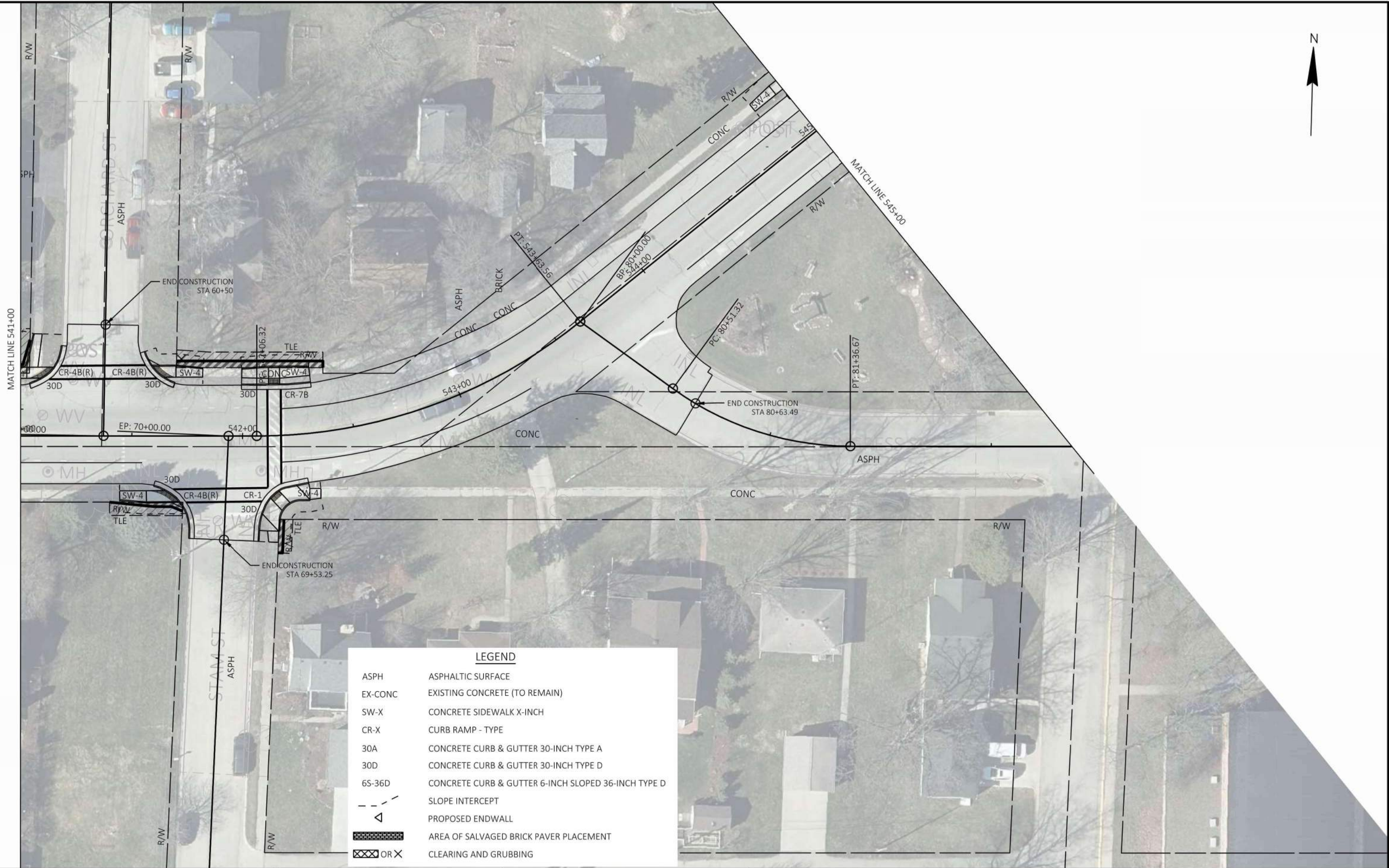
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PLOT SCALE: 1 IN=40 FT

WISDOT/CADD SHEET 42



LEGEND	
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EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
△	PROPOSED ENDWALL
[Pattern]	AREA OF SALVAGED BRICK PAVER PLACEMENT
[Pattern] OR X	CLEARING AND GRUBBING



LEGEND

ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
▨	AREA OF SALVAGED BRICK PAVER PLACEMENT
✕ OR ✕	CLEARING AND GRUBBING

PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET

PRE 65 E

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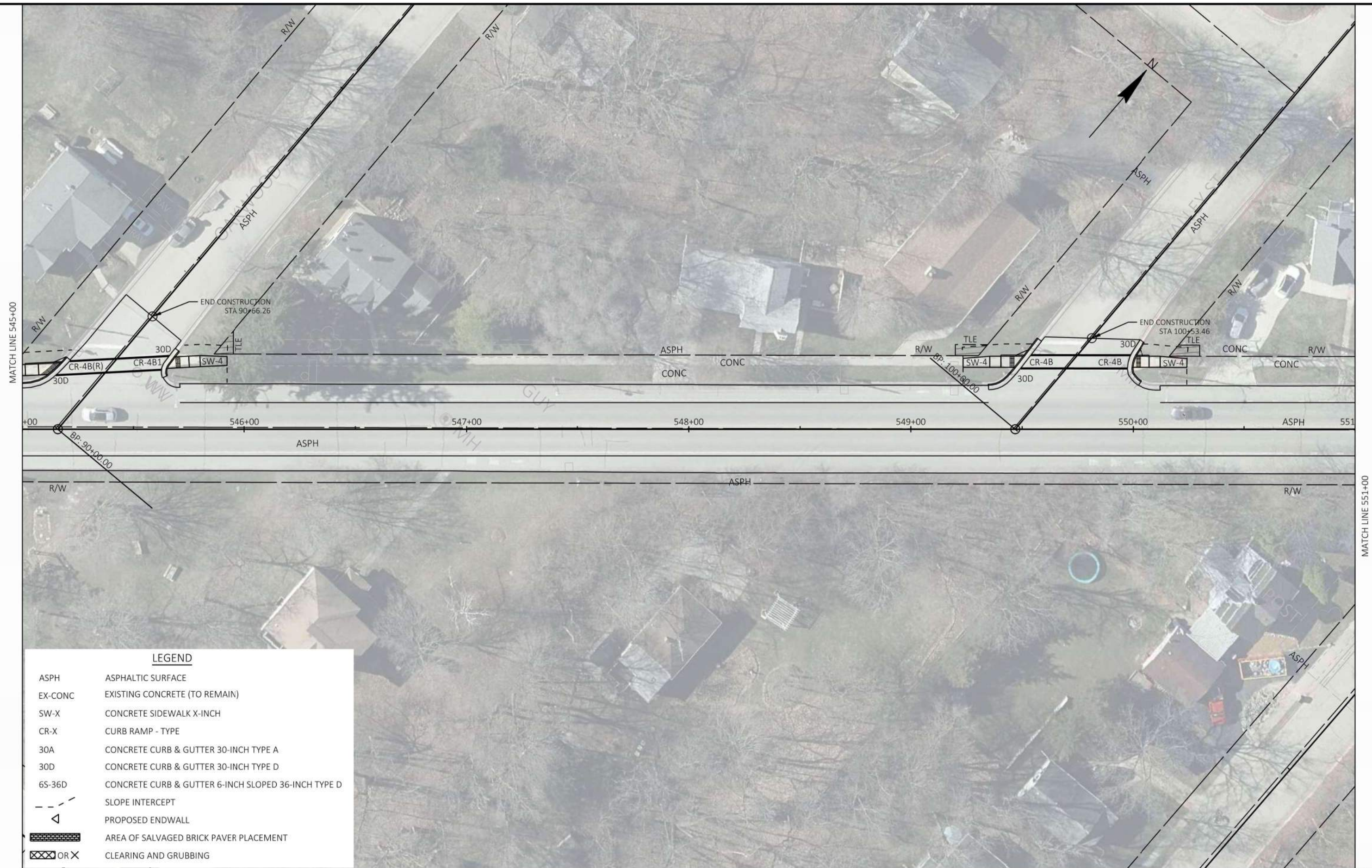
PLOT NAME :

PLOT SCALE : 1 IN=40 FT

WISDOT/CADD SHEET 42

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2 |



LEGEND	
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EX-CONC	EXISTING CONCRETE (TO REMAIN)
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CR-X	CURB RAMP - TYPE
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30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
	SLOPE INTERCEPT
	PROPOSED ENDWALL
	AREA OF SALVAGED BRICK PAVER PLACEMENT
 OR 	CLEARING AND GRUBBING

PROJECT NO:	3325-08-70
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HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 66 E

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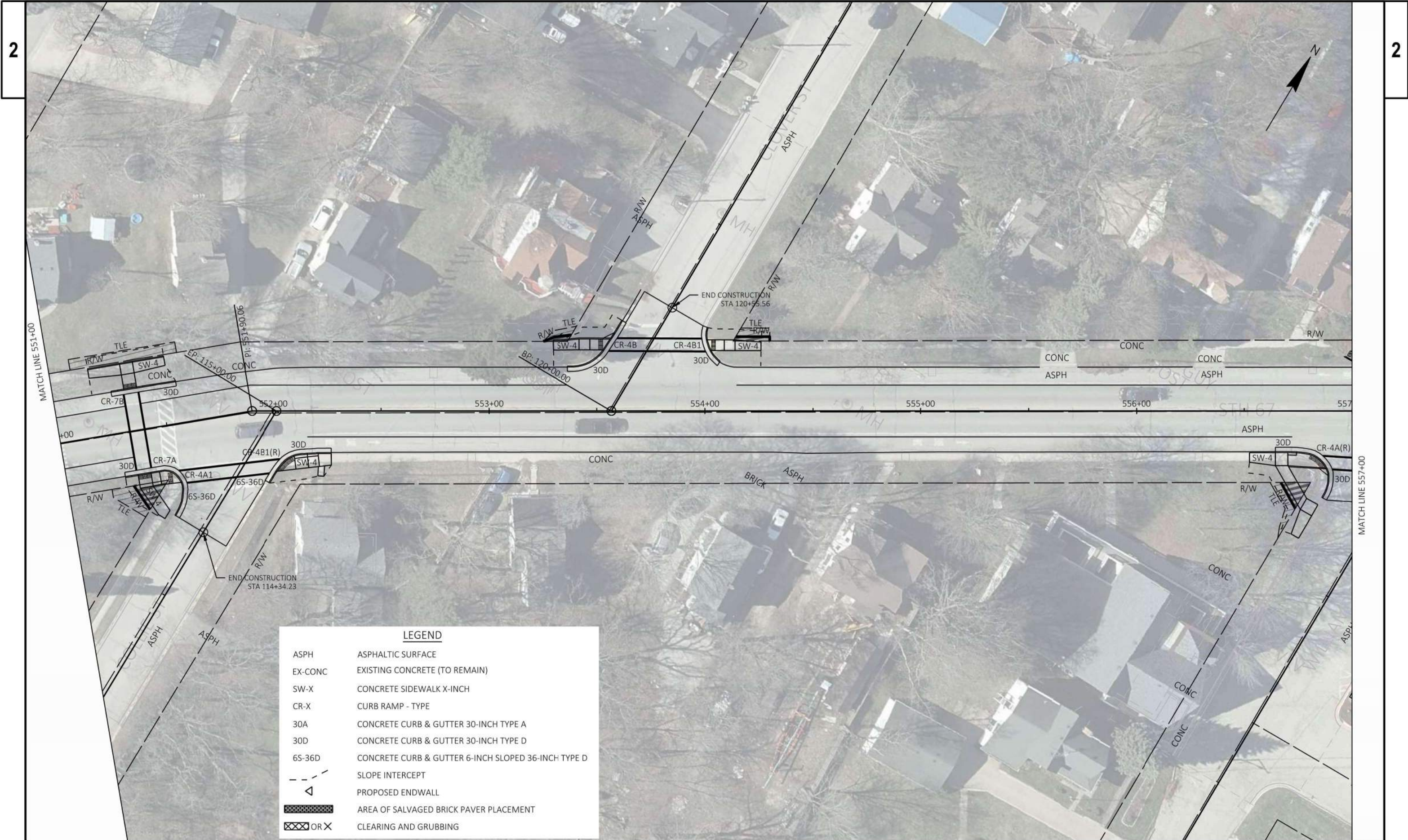
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PLOT NAME :

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WISDOT/CADDS SHEET 42



2

2



LEGEND

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CR-X	CURB RAMP - TYPE
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30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
▨	AREA OF SALVAGED BRICK PAVER PLACEMENT
XXX OR X	CLEARING AND GRUBBING

PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 68 E

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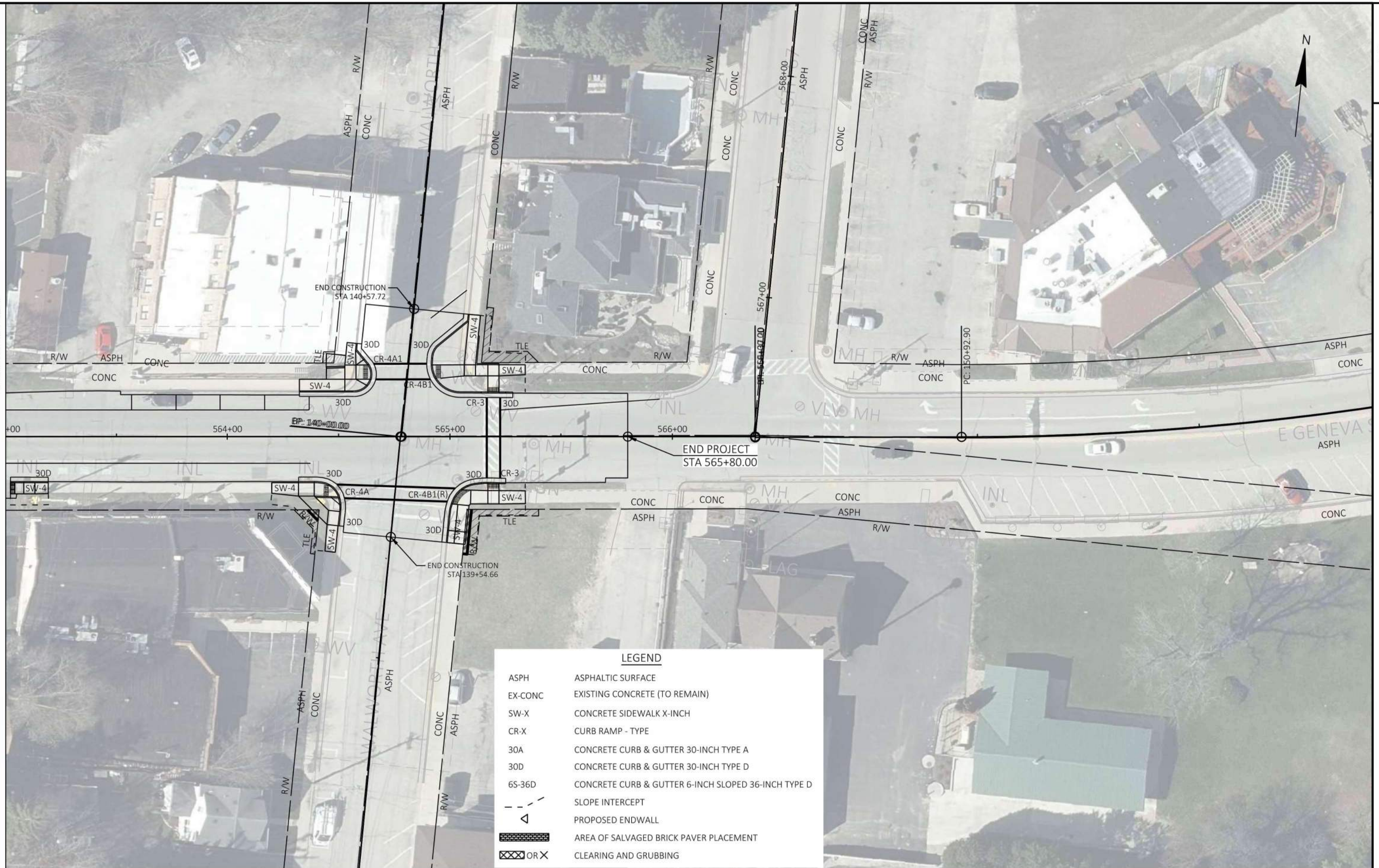
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PLOT NAME :

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WISDOT/CADD SHEET 42

MATCH LINE 563+00.15



**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. 2023-R-__**

A RESOLUTION AUTHORIZING PROPOSAL FOR WATERPLANT FLOOD MAPPING

WHEREAS, the Village of Williams Bay is served by the Southeastern Wisconsin Regional Planning Commission (SEWRPC); and

WHEREAS, the Village of Williams Bay water plant is currently shown as being located with the Southwick Creek floodway/floodplain which negatively impacts the Village's water plant; and

WHEREAS, SEWRPC submitted the attached letter agreement (Agreement) to provide the following services: (1) update the floodplain mapping for \$28,000, (2) detailed hydrologic analysis for \$6,000, and (3) Federal Emergency Management Agency Letter of Map Amendment (LOMA) for \$8,000

WHEREAS, on May 10, 2023, the Village of Williams Bay Water & Sewer and Finance Committees determined that it is in the best interests of the Village and its residents to authorize approval of the Agreement at a cost not to exceed \$42,000, funded by water borrowed funds; and

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the recommended proposal.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, do hereby ordain as follows:

Section I: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

Section II: Approval. The President and Board of Trustees hereby approves the recommended proposal and authorizes an agreement, therefore.

Approved by the Village Board of the Village of Williams Bay this 15th day of May 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607

TELEPHONE (262) 547-6721
FAX (262) 547-1103

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WALWORTH
WASHINGTON
WAUKESHA



May 9, 2023

Mr. David Lothspeich
Village Administrator
Village of Williams Bay
250 Williams St.
Williams Bay, WI 53191

Dear Mr. Lothspeich:

Based on the meeting on April 24, 2023, between the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the Village of Williams Bay, and the Village's consultant, Baxter & Woodman Consulting Engineers, the Village expressed the desire to update the floodplain mapping for Southwick Creek, which currently negatively impacts the Village's water treatment plant.

In accordance with Mr. Douglas Snyder's April 25, 2023, e-mail communication on behalf of the Village to Ms. Laura K. Herrick of SEWRPC staff, we have prepared this letter agreement between the Village and the Commission for the requested work at a not to exceed cost to the Village of \$28,000. A detailed breakdown of the project tasks, deliverables, and costs can be found in the enclosed Scope of Work. Please note that there is an option to request a more detailed hydrologic analysis at an additional cost to the Village of \$6,000 that can be exercised with an amendment to this agreement. The costs listed here do not include the FEMA Letter of Map Revision (LOMR) submittal cost of \$8,000, which will also be the Village's responsibility.

If this agreement is acceptable to you, please sign as indicated at the bottom of each of the two copies of this letter and return one of the signed copies to us.

We look forward to working with the Village to complete this study. Should you have any questions or comments concerning this matter, please do not hesitate to contact Ms. Laura K. Herrick directly at (262) 953-3224, or lherrick@sewrpc.org.

Sincerely,

A handwritten signature in black ink that reads "Benjamin R. McKay". The signature is written in a cursive style with a large, looped "M" at the end.

Benjamin R. McKay, AICP
Interim Executive Director

Mr. David Lothspeich
May 9, 2023
Page 2

Enclosure

#268086-2

cc: Mr. Douglas Snyder, P.E., Baxter & Woodman Consulting Engineers
Mr. Wayne Edwards, Village of Williams Bay

bcc: Elizabeth A. Larsen
Laura K. Herrick

ACCEPTED ON BEHALF OF
THE VILLAGE OF WILLIAMS BAY

David Lothspeich, Village Administrator
Village of Williams Bay

Date _____

SOUTHWICK CREEK FLOODPLAIN MAPPING PROJECT

SCOPE OF WORK MAY 2023

Project Description

The Southwick Creek (Creek) floodplain was originally modeled and delineated by Southeastern Wisconsin Regional Planning Commission (SEWRPC) staff in 1983. This 1983 work is still reflected in the current effective FEMA mapping for Southwick Creek. The Village of Williams Bay (Village) drinking water treatment plant was completed in 1985, and the floodplains were not updated at that time, so the plant is shown in the FEMA regulatory floodway for Southwick Creek. The Village of Williams Bay is requesting professional services to perform modeling work and develop updated floodplain mapping for Southwick Creek in the Village of Williams Bay (Map 1). Floodplain mapping will be updated for the entire length of Southwick Creek currently mapped by FEMA.

SEWRPC shall be responsible for providing the necessary engineering services in accordance with the Scope of Work defined herein. The Village shall be responsible for providing the required structure plan sets and survey data needed to complete the engineering services, timely comments on the draft floodplain maps, and the \$8,000 FEMA submittal fee.

Project Tasks and Deliverables - SEWRPC

- Project Management
 - Provide invoices and progress reports
 - Provide regular communication with the Village project manager and as requested
- Hydrologic Analysis
 - Determine flood flows for the 10-, 4-, 2-, 1-, and 0.2-percent annual probability flood events computed from the 2023 U.S. Geological Survey regression equations developed for unregulated streams in Wisconsin
 - Optional – at the request of the Village, develop a HEC-HMS model for the Southwick Creek watershed to determine flood flows for the 10-, 4-, 2-, 1-, and 0.2-percent annual probability flood events
- Hydraulics Analysis
 - Develop a HEC-RAS model for Southwick Creek for the 10-, 4-, 2-, 1-, and 0.2-percent annual probability flood events
 - Develop a SWMM model for the upstream long enclosure to determine the hydraulic pipe capacity
 - Utilize the latest terrain information based on LIDAR to develop Creek channel cross sections and floodplains
 - Utilize structural plan sets and survey information provided by the Village
- Floodplain Mapping
 - Develop draft digital floodplain mapping for the 1- and 0.2-percent annual probability flood events and provide to the Village for review
 - Incorporate Village comments and finalize the models and mapping for Letter of Map Revision (LOMR) submittal
- LOMR Submittals
 - Prepare LOMR submittal packages for the Wisconsin Department of Natural Resources (WDNR) and FEMA
 - Submit LOMR request to WDNR for review and address WDNR comments
 - Submit LOMR request to FEMA for review and address FEMA comments

Project Responsibilities – Village

- Project Management
 - Provide payment for invoices within 30 days of receipt
- Hydraulic structure data
 - Provide survey or plan set data for the mouth and the nine (9) hydraulic structures along Southwick Creek listed below. The locations are also included on Map 1. Data needed includes upstream and downstream invert elevations at the structure and culvert or bridge opening dimensions (i.e. diameter, width, depth, low chord elevation). Also provide the vertical datum information (NGVD29 or NAVD88) for survey data.
 - Mouth – if sediment is to be removed at the mouth of the Creek, provide a cross section at the mouth or at the nearby pedestrian bridge once it is clear.
 - 2 pedestrian bridges as shown
 - E. Geneva Street
 - 3 driveway crossings
 - 2 long enclosures as shown
 - STH 67
- FEMA LOMR submittal fee of \$8,000

Schedule and Cost

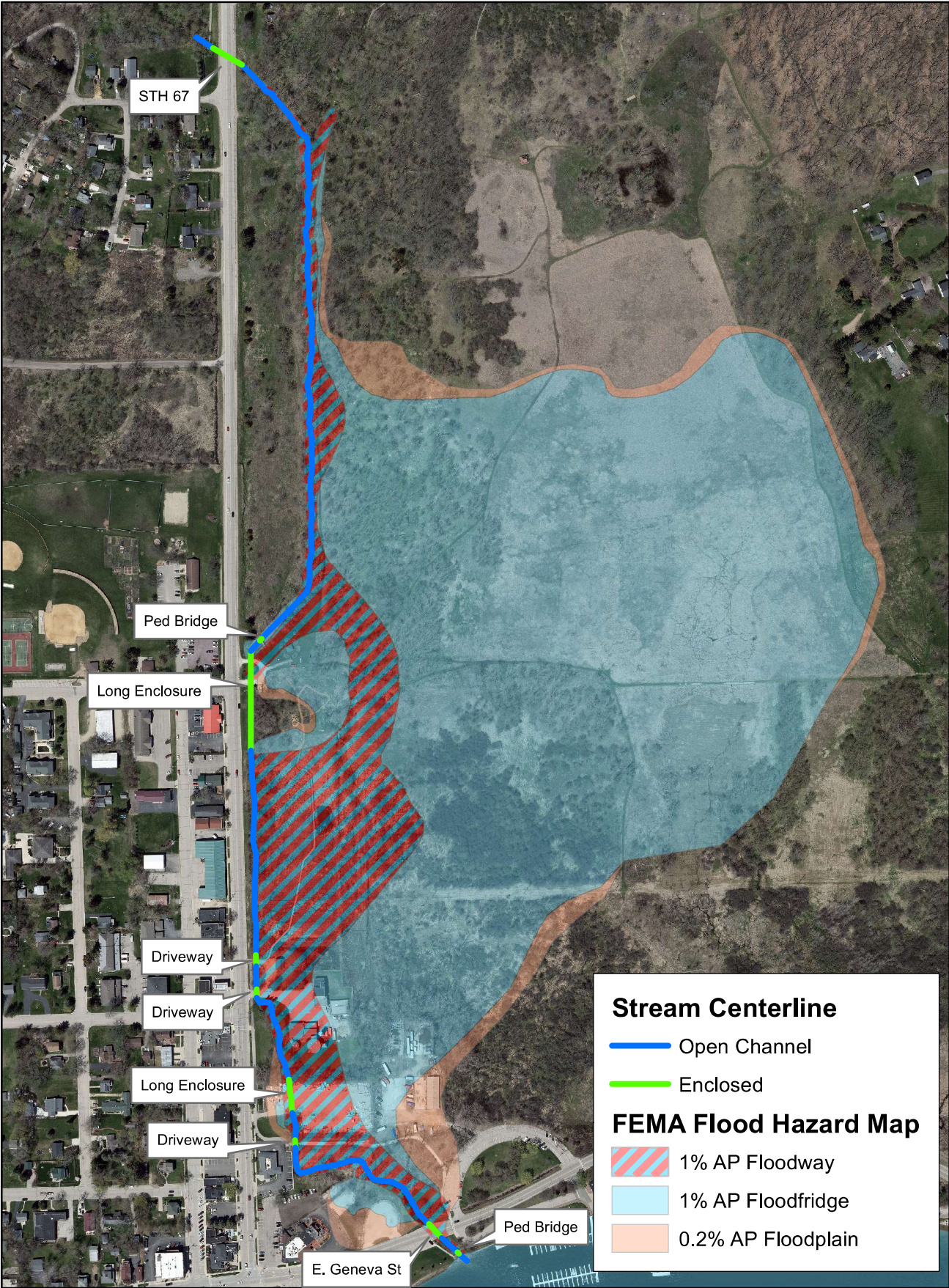
Based on a contract starting date of June 2023, it is proposed that the Southwick Creek preliminary floodplain mapping effort be completed by December 2023, and then the LOMR submittal to WDNR in early 2024. It is proposed that the base effort will be done at a not to exceed cost of \$35,000. The Village would contribute \$28,000 and SEWRPC would contribute \$7,000 to complete the base effort.

The Village requested to include an option to complete new hydrologic modeling. The additional cost to the Village to complete that work, upon request and as an amendment to the contract, would be \$6,000.

It is also proposed that this be a lump sum contract, with a payment of \$20,000 made when the preliminary mapping is completed through the Village review and a payment of \$8,000 when the LOMR process is completed through FEMA review and acceptance. If the optional work is requested, the initial payment would rise to \$26,000.

#268087
ZL/LKH/EAL/BRM/ac
5/9/23

Map 1 - Southwick Creek Centerline and Floodplain



May 9, 2023

Mr. David Lothspeich, Administrator
Village of Williams Bay
250 Williams Street
Williams Bay, WI 53191

Highlighted items are
major revisions to a May
4, 2023 recommendation
that did not include
streetscape improvements

Subject: Village of Williams Bay – STH 67 West Utility Improvements - Revised

Dear Mr. Lothspeich:

As requested, we reviewed 30 percent Wisconsin Department of Transportation (WDOT) plans for the STH 67 resurfacing project planned for construction in 2026 or 2027. We also reviewed the record drawings for the water main and the televising tapes for the sanitary sewer in West Geneva Street (STH 67) that are within the planned resurfacing limits. The paragraphs that follow further describe the planned sanitary sewer, water main, and roadway improvements. We recommend the Village inform the WDOT of the following:

- The Village intends to relay about 700 feet of sanitary sewer between Williams Street and Walworth Avenue; see enclosed Exhibit A and Table 1.
- The Village intends to replace the water main within West Geneva Street; see enclosed Exhibit B and Table 1.
- The Village desires streetscaping between Elkhorn Road and Williams Street.
- The Village requests the WDOT to include the water and sewer improvements on the 60 percent WDOT plans.

Sanitary Sewer Improvements

The sanitary sewer, see enclosed Exhibit A, in this section of roadway is vitrified clay pipe installed prior to the 1962 roadway and storm sewer; it is in average condition and needs maintenance but not immediate repair except in the section between Williams Street and Walworth Avenue, which is undersized, appears to have sections abandoned, and has an offset joint at the Walworth Avenue drop connection. Enclosed Table 1 – Section 1 – Sanitary Sewer summarizes the planned sanitary sewer improvements; the expected Village cost is \$617,000.

Water Main Improvements

The water main, see enclosed Exhibit B, in this section of roadway is from the early 1930's; it is at the end of its useful life and has hydrants and valves that need replacement. A new

12-inch water main will increase the available fire flow to the downtown, former elementary school area, and the intersecting streets. The planned location is under the westbound parking lane. There will be a normally closed valve near the former elementary school to maintain the two pressure zones. The proposed water main should increase the available fire flow along this route from 1400 gallons per minute to 2800 gallons per minute, which meets Insurance Services Office (ISO) Standards for commercial areas. Enclosed Table 1-Section 2 – Water Main summarizes the planned water main improvements; the expected Village cost is \$4,100,000.

Roadway Improvements

On the most recent project the WDOT funded the two traffic lanes; the Village funded the parking lanes and the difference between the replacement and rehabilitation cost for the section south of Olive Street. Enclosed for reference is the State Municipal Agreement for the most recent project showing the funding allocation for each component of the project. Federal funding was not available for streetscaping, and it may not be available for streetscaping for the planned project; if it is available, it is typically 80 percent federal funded. The enclosed Table 1-Section 3 - Roadway summarizes the planned roadway improvements, including an allowance of \$410,000 for streetscaping without federal funding; the expected Village cost is \$1.1M.

The existing roadway within the Village limits is either concrete or rubblized (previously shattered in place) concrete under 4-inches of asphalt pavement. The planned rehabilitation consists of milling and replacing the 4-inch asphalt surface. We expect the WDOT will require the Village to replace the concrete base materials with asphalt prior to milling, like the recent north-south section of STH 67. The WDOT is only showing sidewalk improvements at the intersection where they are installing curb ramps; the Village should plan additional sidewalk replacement. The WDOT does not appear to be planning storm water or storm sewer improvements.

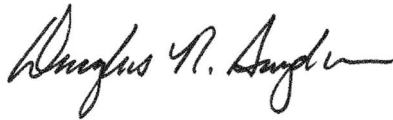
Enclosed in an excerpt from the WDOT 30 percent plans within the Village. The Village should require the WDOT to construct the utility improvements within the roadway as part of the WDOT contract and include the design of these improvements in the 60 percent plan set. The Village will benefit by avoiding work with other utilities and should save money by not replacing the pavement in-kind and not using concrete slurry backfill material over the utility. The concrete slurry is a combination of cement and stone delivered by a concrete truck. It is more than twice the cost of granular backfill. The pavement in-kind and the use of concrete slurry backfill would add approximately \$900,000 to the cost of the project. We

expect the WDOT to cost share between the pavement in the travel lane and pavement in the parking lane, like the current project.

Please call if you have any questions.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



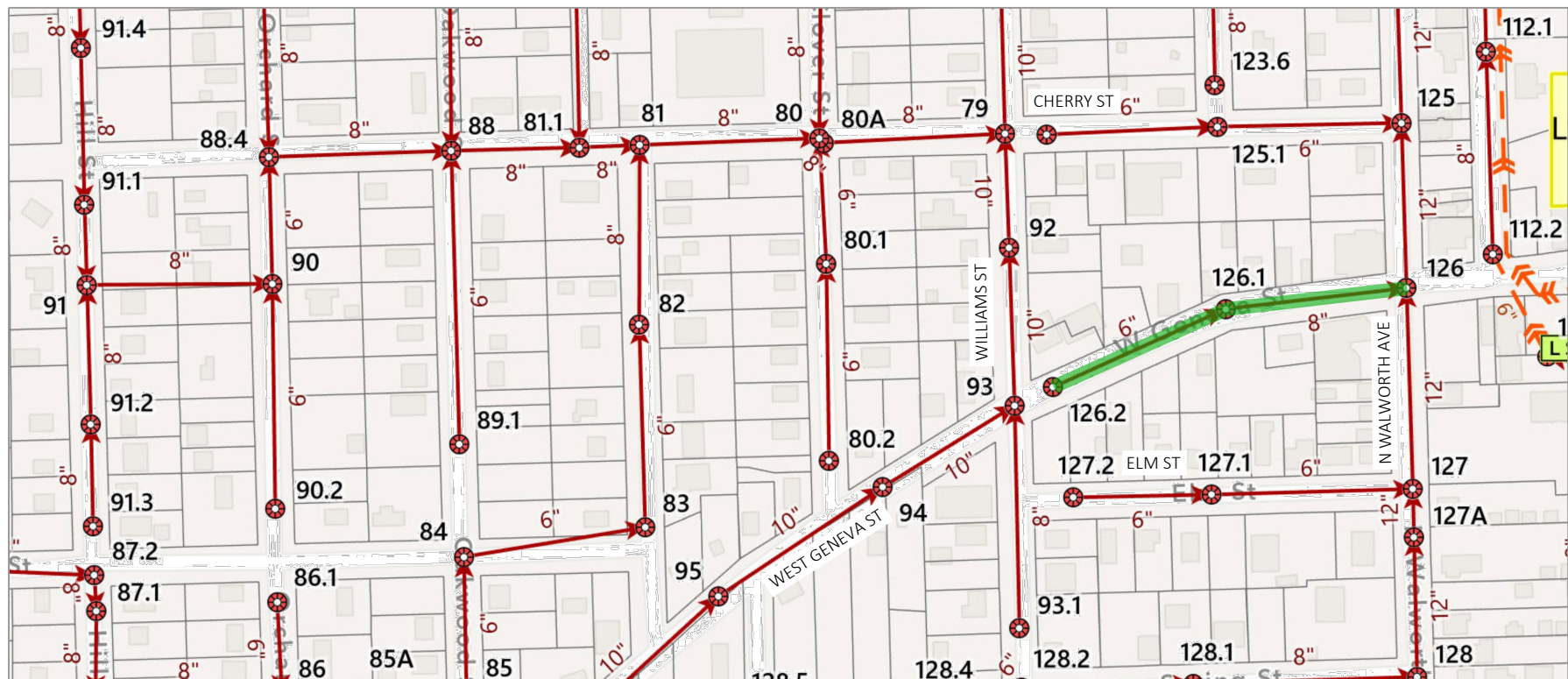
Douglas R. Snyder, P.E.

DRS:drs

Enclosures: as noted

CC: Wayne Edwards, DPW

P:\WLMSV\230260-Highway 67 West\Utility Improvements and Streetscaping 05-09-23.docx



Legend

-  Sewer Gravity Main
-  Sewer Lateral
-  Sewer Pressure Main
-  Manhole
-  Lift Station
-  Valve

 REPLACE SANITARY SEWER AND RECONNECT LATERALS.

BAXTER & WOODMAN
Consulting Engineers

EXHIBIT A
VILLAGE OF WILLIAMS BAY

0 50' 150' 300' 500'



Table 1
Preliminary Opinion of Probable Cost

Section 1 - Sanitary Sewer

No.	Item	Approximate Quantity	Unit Price	Totals
1	Relay on West Geneva - Williams Street to Walworth Ave.	700 LF	\$ 300	\$ 210,000
2	Sanitary Manhole	3 EA	\$ 15,000	\$ 45,000
3	Sanitary Laterals and Connection	14 EA	\$ 8,000	\$ 112,000
4	Temporary Pavement	1,200 LF	\$ 50	\$ 60,000
5	Restoration and Traffic Control	1 LS	\$ 30,000	\$ 30,000

Section 1 Construction Cost = \$ 457,000
Engineering, Legal, and Contingencies (35%) \$ 160,000
Section 1 Project Cost = \$ 617,000

Section 2 - Water Main

No.	Item	Approximate Quantity	Unit Price	Totals
1	12-Inch Main	7,500 LF	\$ 225	\$ 1,687,500
2	Intersection Connections, Including Valves	16 EA	\$ 18,000	\$ 288,000
3	Hydrant Assembly	12 EA	\$ 7,500	\$ 90,000
4	Water Service Reconnections	90 EA	\$ 5,000	\$ 450,000
5	Temporary Pavement	7,500 LF	\$ 50	\$ 375,000
6	Abandon Existing Water Main/Hydrants	1 LS	\$ 80,000	\$ 80,000
7	Restoration and Traffic Control	1 LS	\$ 60,000	\$ 60,000

Section 2 Construction Cost = \$ 3,030,500
Engineering, Legal, and Contingencies (35%) \$ 1,060,500
Section 2 Project Cost = \$ 4,091,000

Section 3 - Roadway - Non Participating Costs

No.	Item	Approximate Quantity	Unit Price	Totals
1	Pavement Replacement - Parking Lanes	8000 SY	\$ 35	\$ 280,000
2	Pavement Replacement - Williams Street to Walworth Ave	2200 SY	\$ 40	\$ 88,000
3	Additional Sidewalk Replacement	3000 SF	\$ 12	\$ 36,000
4	Streetscaping Improvements - Elkhorn Rd. to Williams St.	1 LS	\$ 410,000	\$ 410,000

Section 3 Construction Cost = \$ 814,000
Engineering, Legal, and Contingencies (35%) = \$ 285,000
Section 3 Project Cost = \$ 1,099,000

Total Cost \$ 5,807,000



**1st Revision
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT**

This agreement supersedes the agreement signed by the Municipality on February 20, 2020 and signed by the State on February 26, 2020.

Revised date: August 1, 2022

Date: August 20, 2019

I.D.: 3325-06-01/71/72

Road Name: STH 67

Limits: Geneva St to Glenwood Dr

County: Walworth

Roadway Length: 1.21 Miles

The signatory Village of Williams Bay, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan).

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%*
Preliminary Engineering: Plan Development	\$ 180,000	\$ 180,000	100%	\$ -	0%
Real Estate Acquisition: Acquisition	\$ 10,000	\$ 10,000	100%	\$ -	0%
Compensable Utilities	\$ 1,000	\$ 1,000	100%	\$ -	0%
Construction: Participating					
Resurface Segment	\$ 1,482,000	\$ 1,482,000	100.0%	\$ -	0.00%
Parking(resurface segment)	\$ 29,000		0.0%	\$ 29,000	LSUM
Pavement Replace Segment	\$ 616,620	\$ 229,691	37.25%	\$ 386,929	62.75%
Soil borings performed by Municipality				\$ (3,710)	LSUM
Non-Participating	\$ 1,067,300	\$ -	0%	\$ 1,067,300	100%
Total Cost Distribution	\$ 3,385,920	\$ 1,902,691		\$ 1,479,519	

* See Item 9 Basis for local participation in Terms and Conditions

This request is subject to the terms and conditions that follow (pages 2 – 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of

neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the Village of Williams Bay (please sign in blue ink)		
Name <i>Keith P. Dure</i>	Title <i>President</i>	Date <i>8/60/22</i>
Signed for and in behalf of the State (please sign in blue ink)		
Name <i>Tony J. Barth</i>	Title SE Region Planning Chief	Date <i>8/17/2022</i>

TERMS AND CONDITIONS:

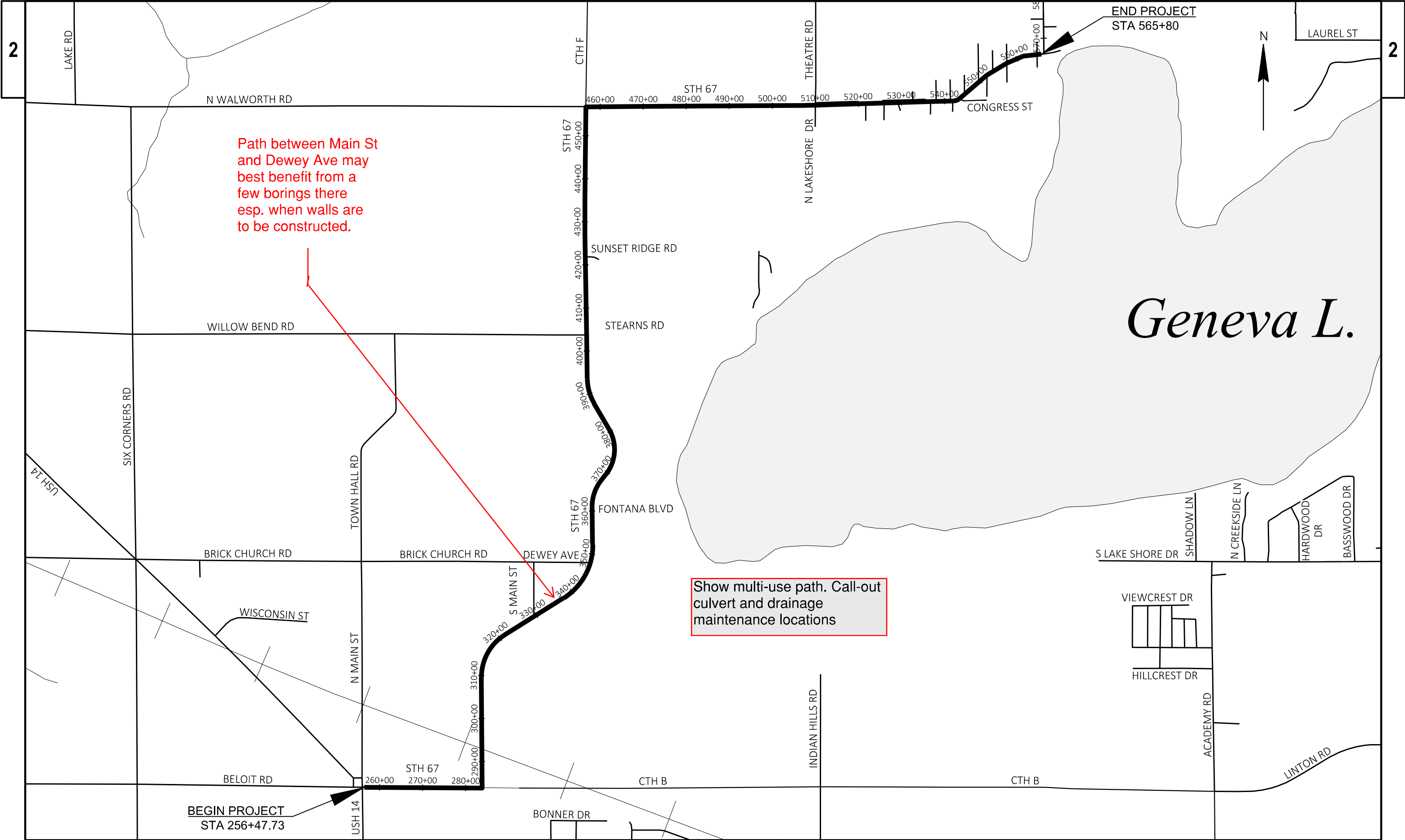
1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table that show Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality. The costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted. The Municipality will be responsible for actual costs incurred.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or

Facility Owner includes the following items:

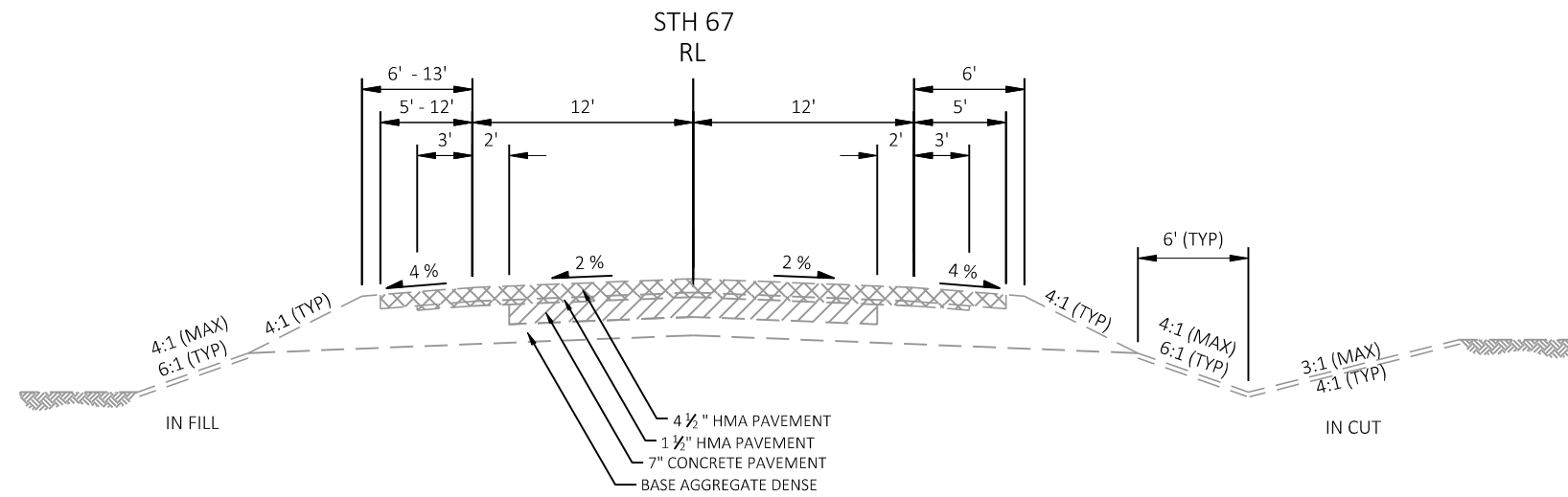
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and Bridge width in excess of standards.
 - (d) Construction inspection, staking and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality shall at its own cost and expense:
- (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by Community Sensitive Solutions (CSS).
 - (c) Maintain and accept responsibility for the energy, operation, maintenance, repair and replacement of the lighting system.
 - (d) Prohibit angle parking.
 - (e) Regulate parking along the highway. The municipality will file a parking declaration with the state.
 - (f) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (g) Provide complete plans, specifications and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions or claims resulting from the sanitary sewer and water system construction.
 - (h) Maintain all Community Sensitive Solutions (CSS) and/or enhancement funded items.
 - (i) Coordinate with the state on changes to highway access within the project limits.
 - (j) In cooperation with the state, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - (k) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).

9. Basis for local participation: Participation is based on actual costs incurred, all costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted.
- (a) Funding for preliminary engineering 100% State
 - (b) Funding for real estate required for standard roadway construction, 100% State
 - (c) Funding for compensable utilities required for standard roadway construction, 100% State.
 - (d) Funding for construction of standard roadway items in the resurfacing segment, and the removal of the stairs in the SW corner of the Geneva Street intersection 100% State.
 - (e) Funding for parking lanes in the resurface segment, a Municipal total payment of \$29,000, billed as the project progresses.
 - (f) Funding for construction of standard roadway items in the pavement replacement segment– 37.25% State, 62.75% Municipal. Percentage is based on difference in cost between resurface (DOT recommended) and pavement replacement (Municipal requested), and parking lanes at 100% Municipal.
 - (g) Funding for soil boring performed but the Municipality for the State, 100% State. This will be applied as a credit against the non-participating work on 3325-06-72 as a one-time lump sum amount of \$3,710.
 - (h) Funding for non-participating items 100% Municipality.

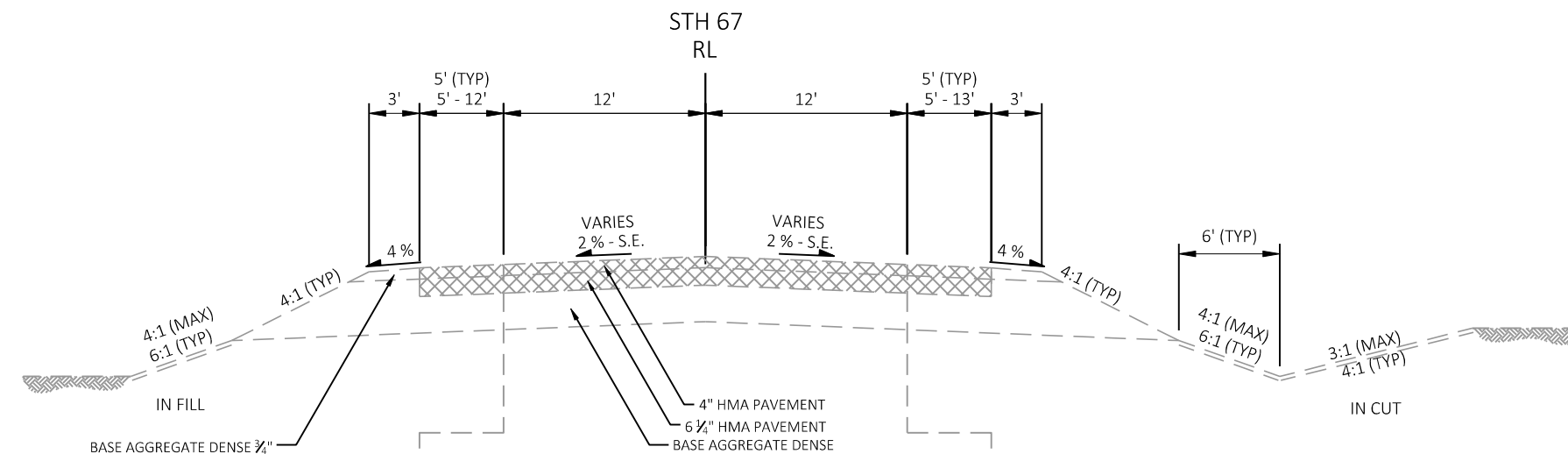
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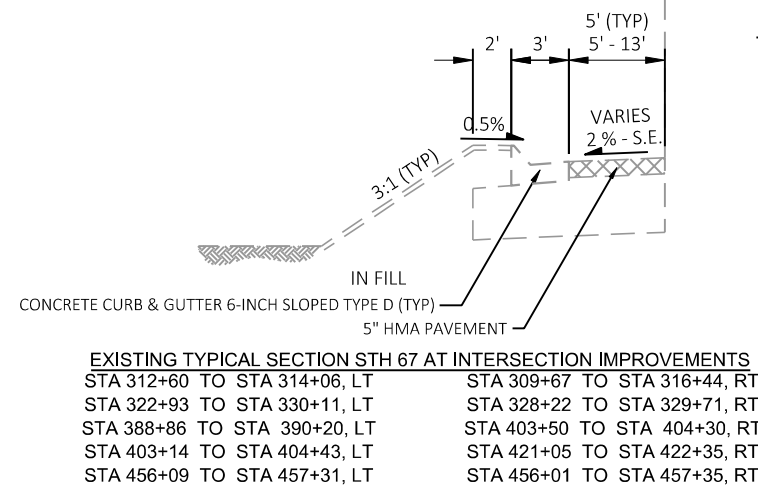
PROJECT NO: 3325-08-70	HWY: STH 67	COUNTY: WALWORTH	PROJECT OVERVIEW	SHEET PRE 2 E
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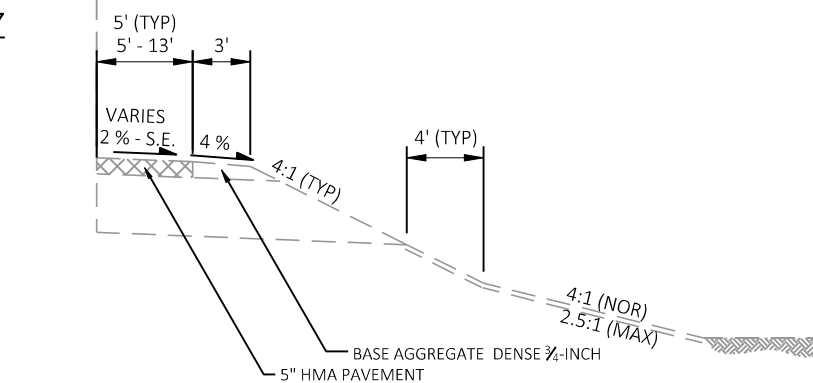
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STA 283+85 TO STA 309+20



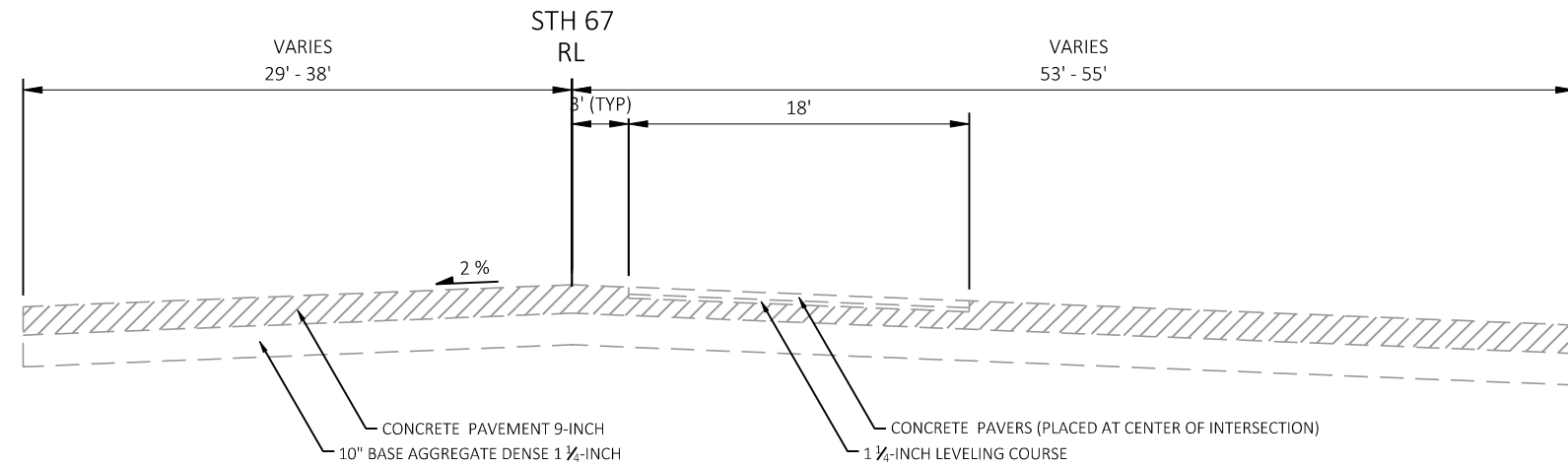
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STA 309+20 TO STA 345+85
STA 378+08 TO STA 508+38



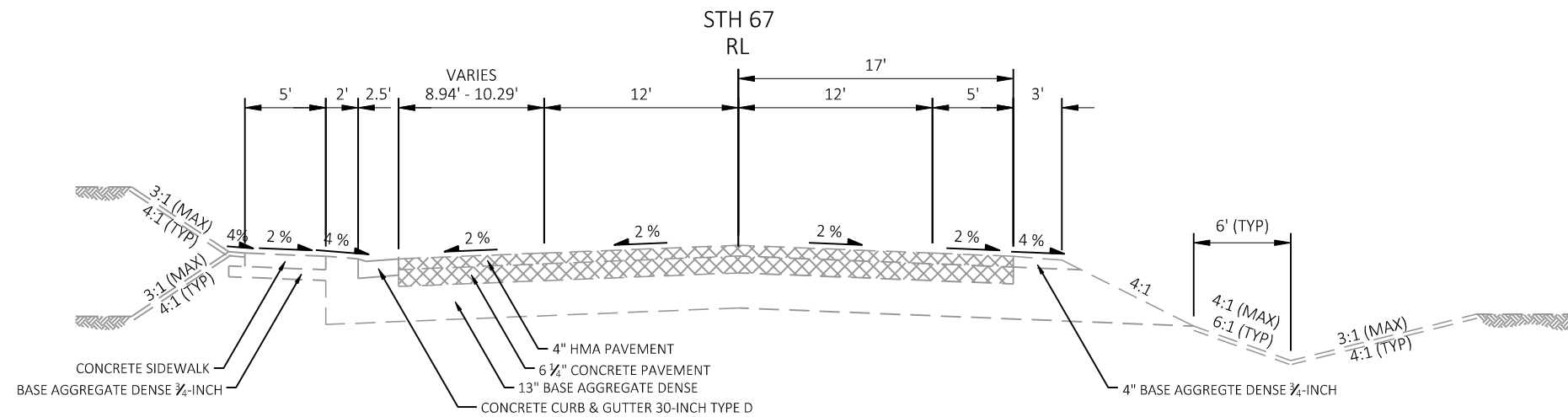
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STA 388+86 TO STA 390+20, LT
STA 403+14 TO STA 404+43, LT
STA 456+09 TO STA 457+31, LT
STA 309+67 TO STA 316+44, RT
STA 328+22 TO STA 329+71, RT
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STA 421+05 TO STA 422+35, RT
STA 456+01 TO STA 457+35, RT



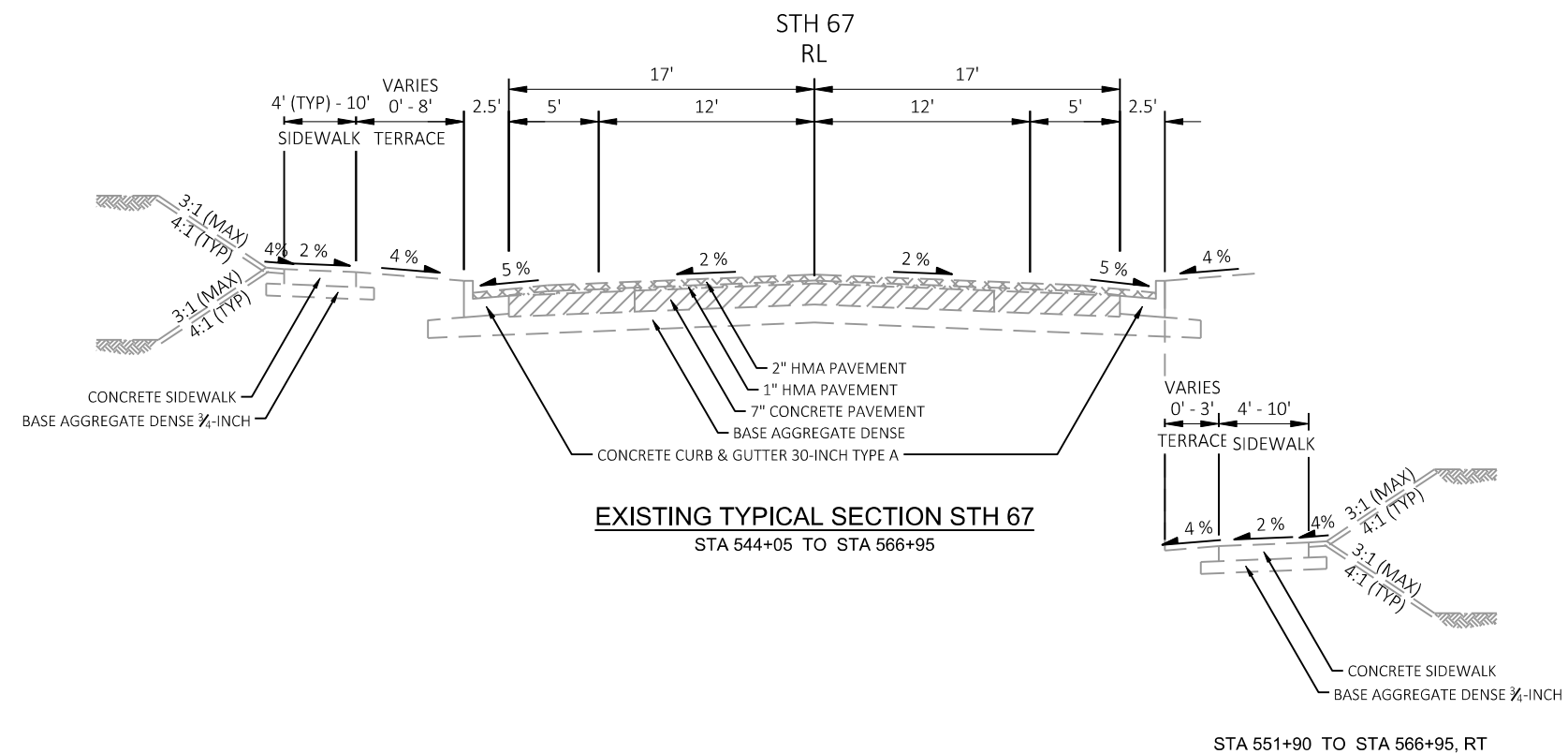
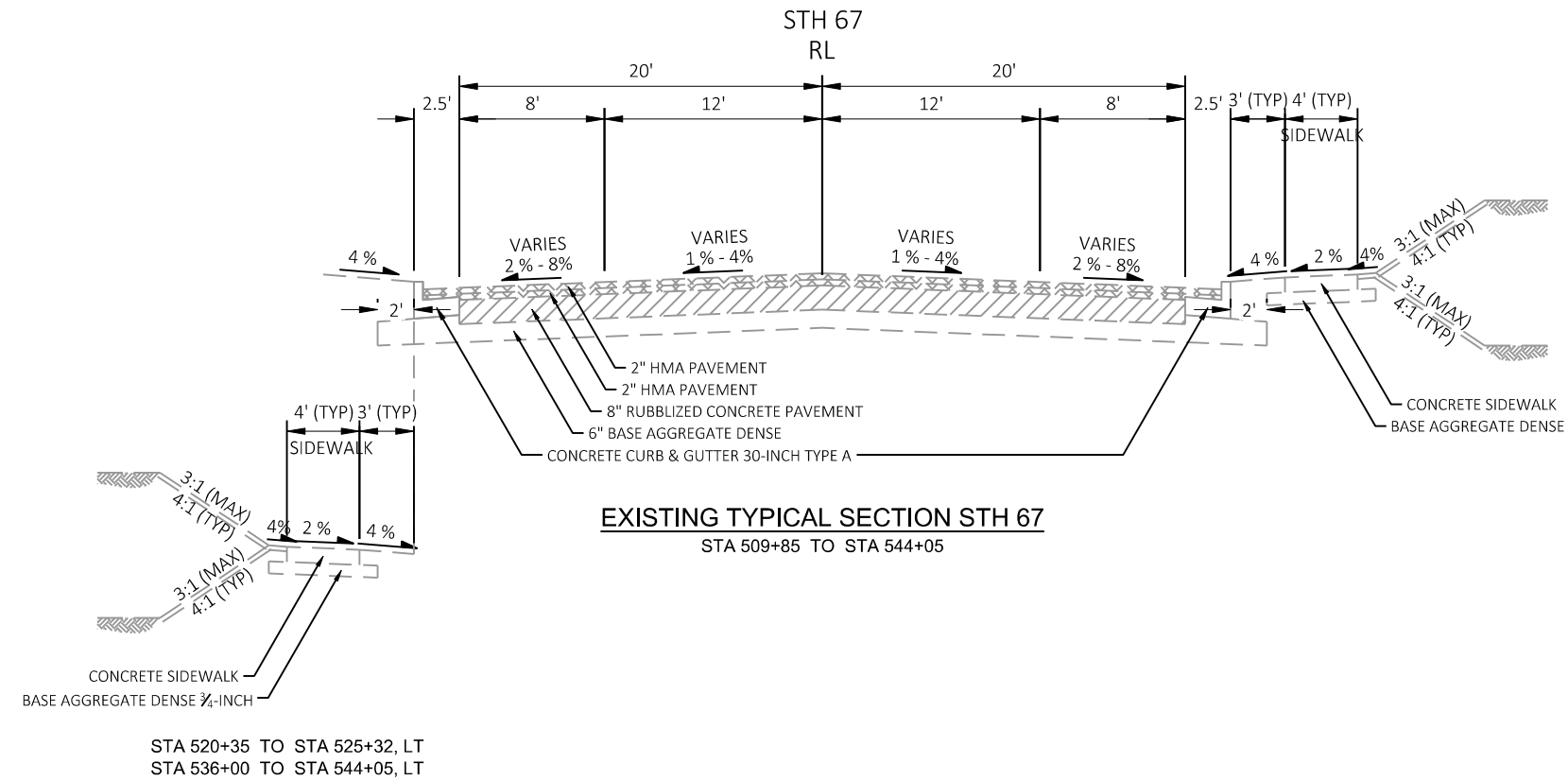
EXISTING TYPICAL SECTION STH 67 AT INTERSECTION IMPROVEMENTS
TRANSITIONS TO CURB AND GUTTER SECTIONS, LT & RT

**EXISTING TYPICAL SECTION STH 67**

STA 360+35 TO STA 361+56
STA 363+44 TO STA 364+54
STA 367+08 TO STA 368+17

**EXISTING TYPICAL SECTION STH 67**

STA 508+38 TO STA 509+85



PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

TYPICAL SECTIONS - STH 67

SHEET

PRE 8

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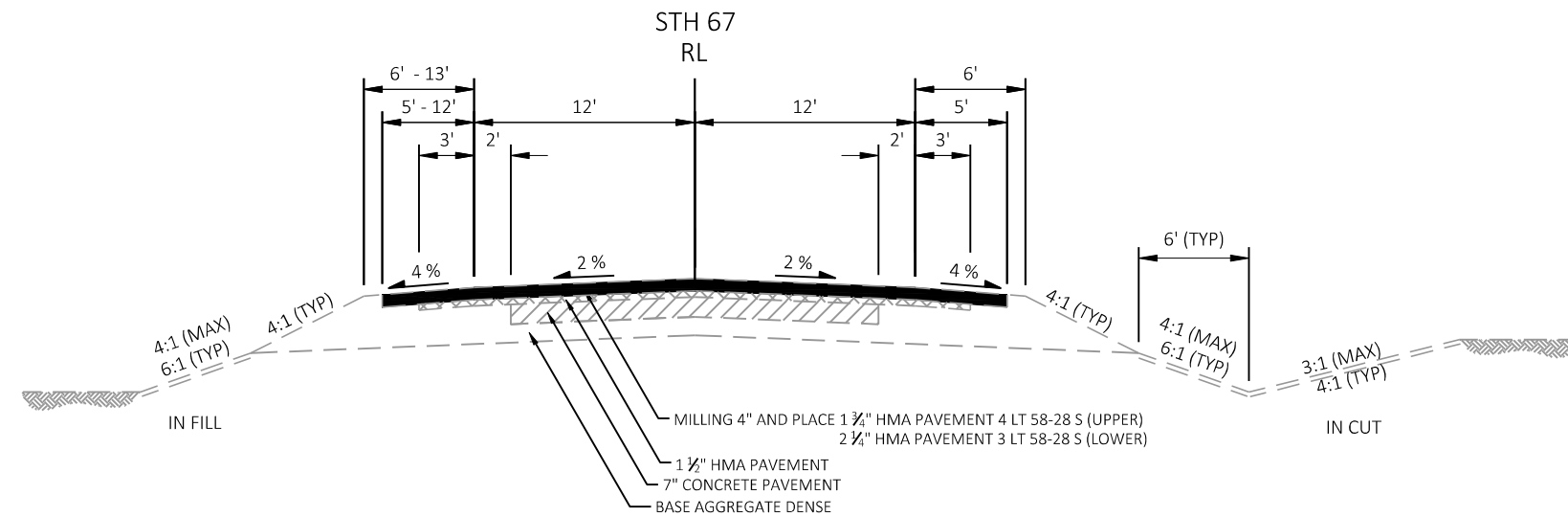
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PLOT NAME :

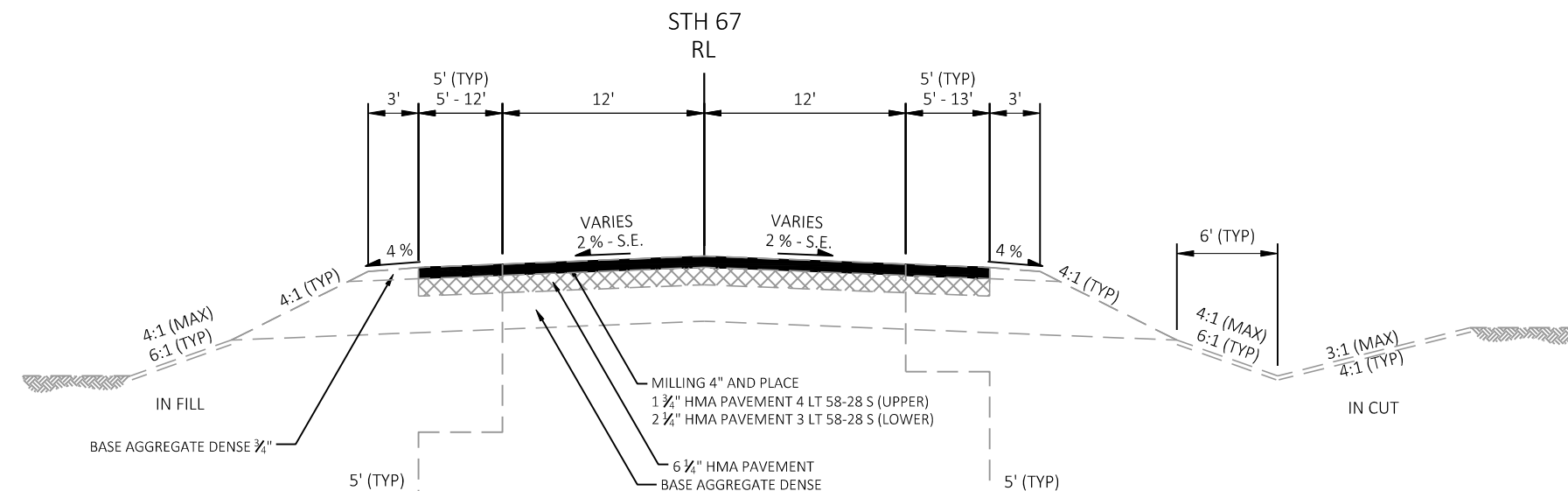
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WISDOT/CADDs SHEET 42

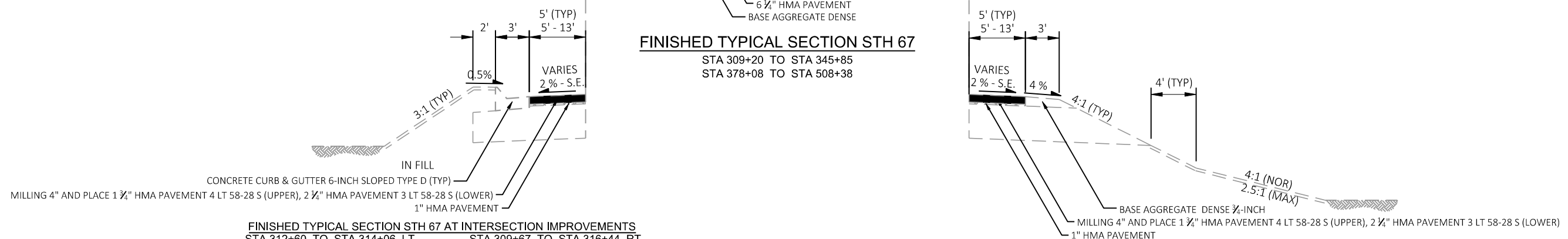
Page 214 of 328



FINISHED TYPICAL SECTION STH 67
STA 283+85 TO STA 309+20

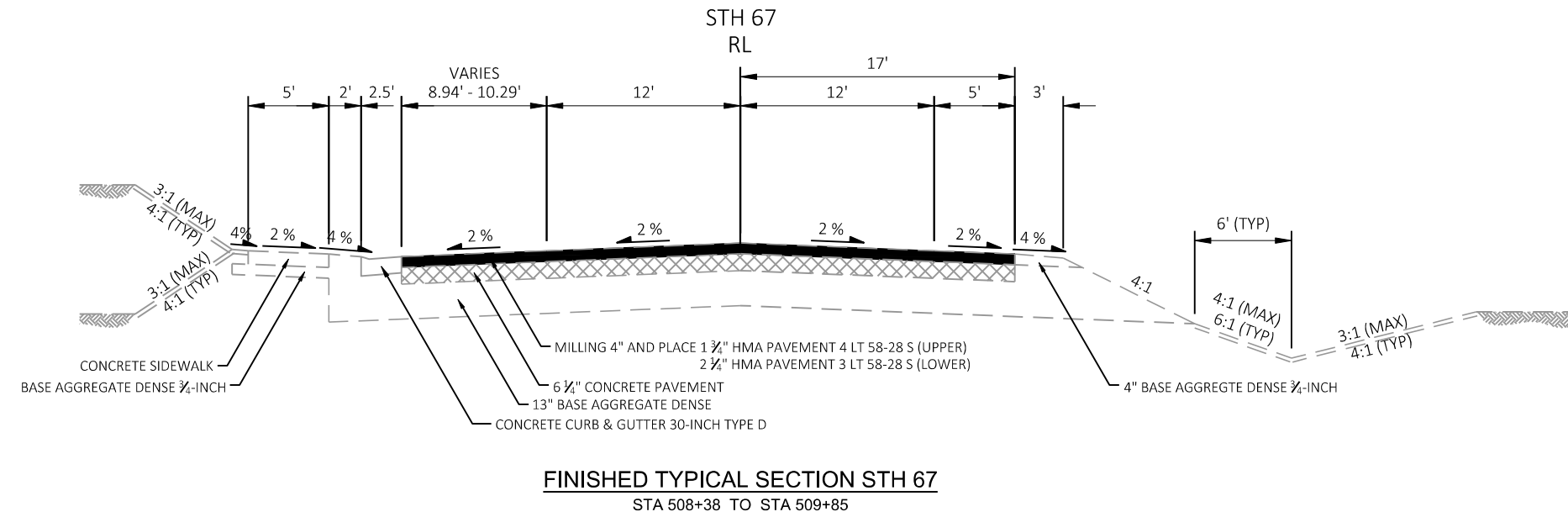


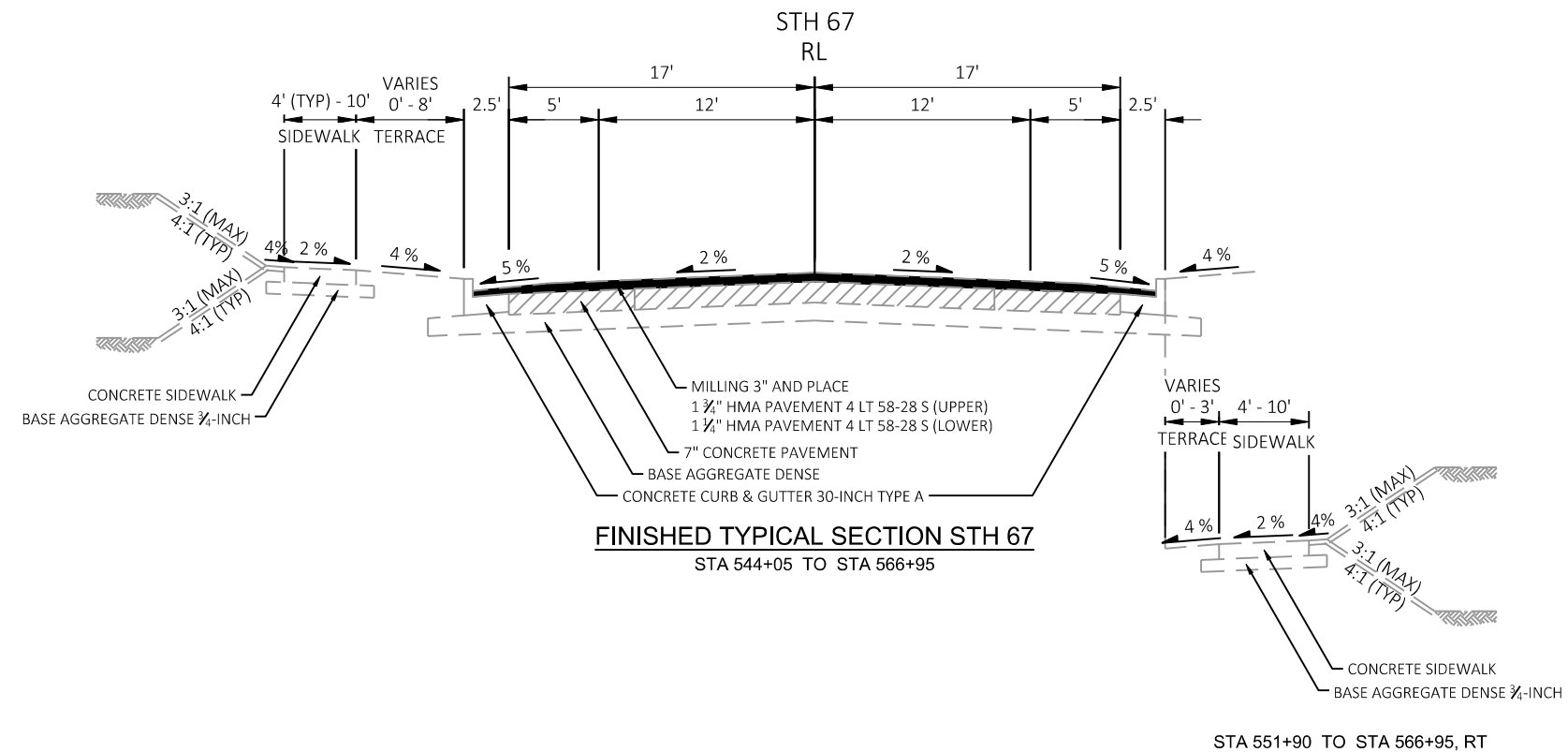
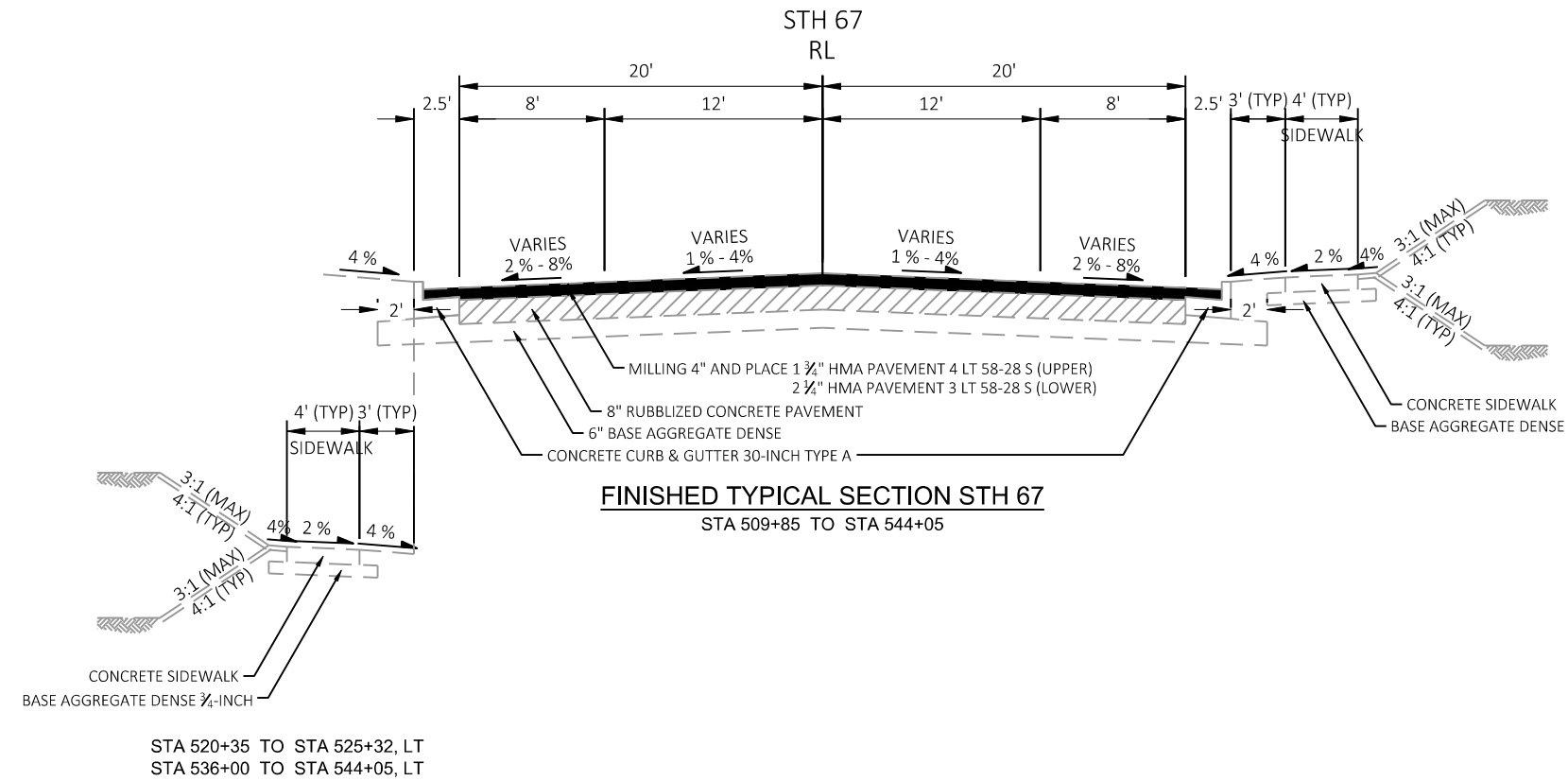
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STA 309+20 TO STA 345+85
STA 378+08 TO STA 508+38



FINISHED TYPICAL SECTION STH 67 AT INTERSECTION IMPROVEMENTS
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STA 322+93 TO STA 330+11, LT
STA 388+86 TO STA 390+20, LT
STA 403+14 TO STA 404+43, LT
STA 456+09 TO STA 457+31, LT
STA 309+67 TO STA 316+44, RT
STA 328+22 TO STA 329+71, RT
STA 403+50 TO STA 404+30, RT
STA 421+05 TO STA 422+35, RT
STA 456+01 TO STA 457+35, RT

FINISHED TYPICAL SECTION STH 67 AT INTERSECTION IMPROVEMENTS
TRANSITIONS TO CURB AND GUTTER SECTIONS, LT & RT





PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

TYPICAL SECTIONS - STH 67

SHEET

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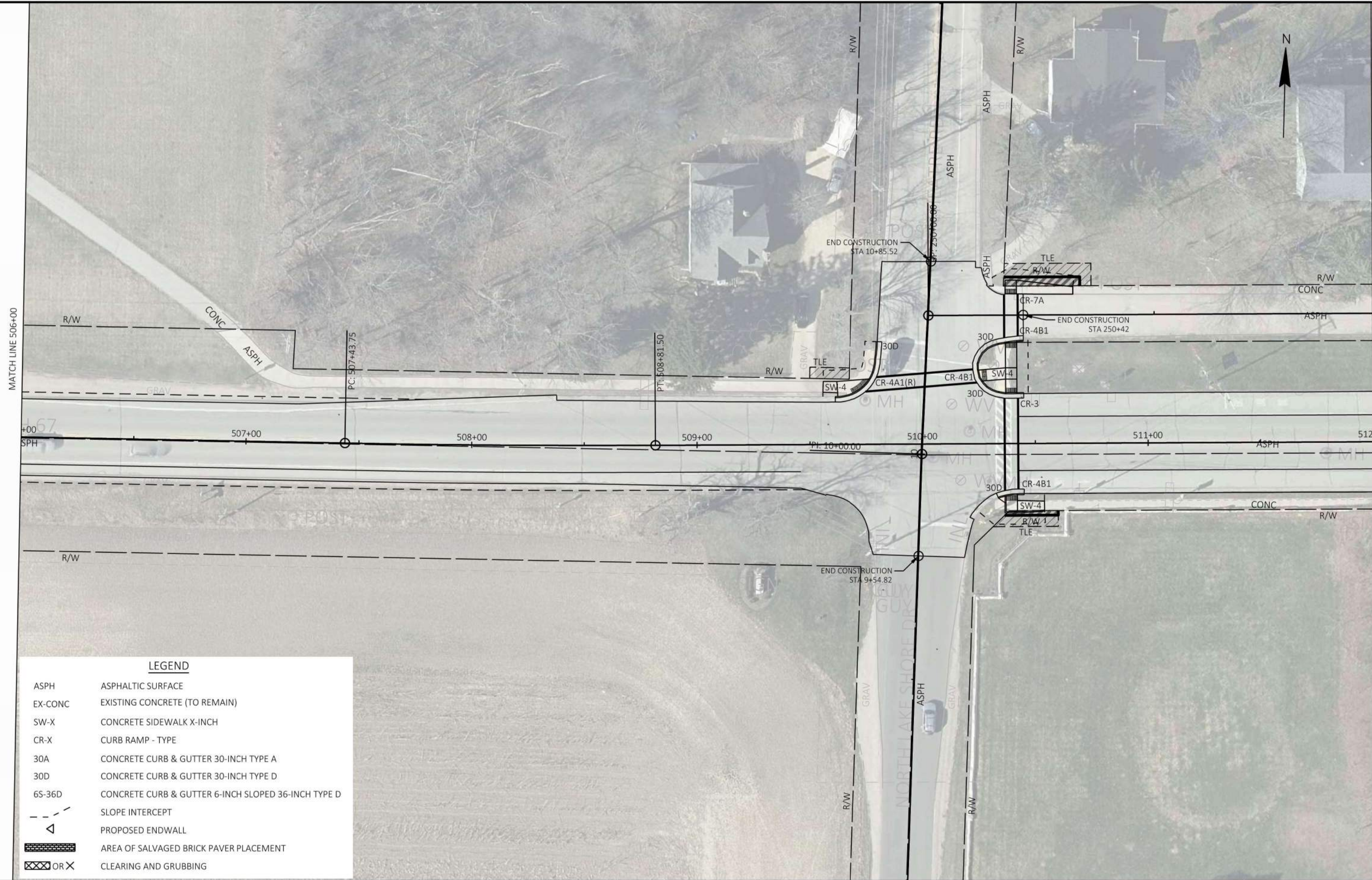
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PLOT NAME :

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WISDOT/CADDs SHEET 42



PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 59 E

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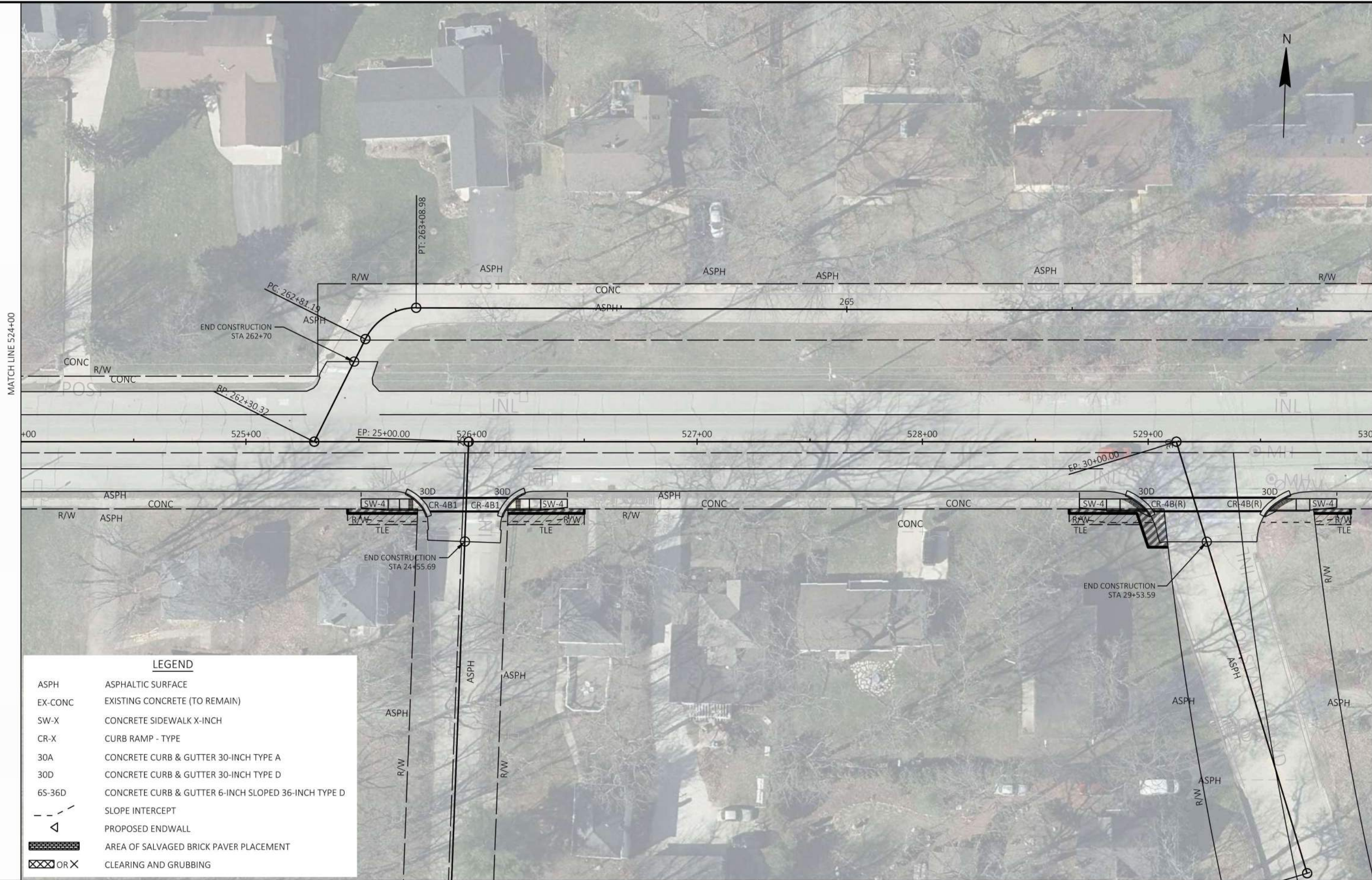
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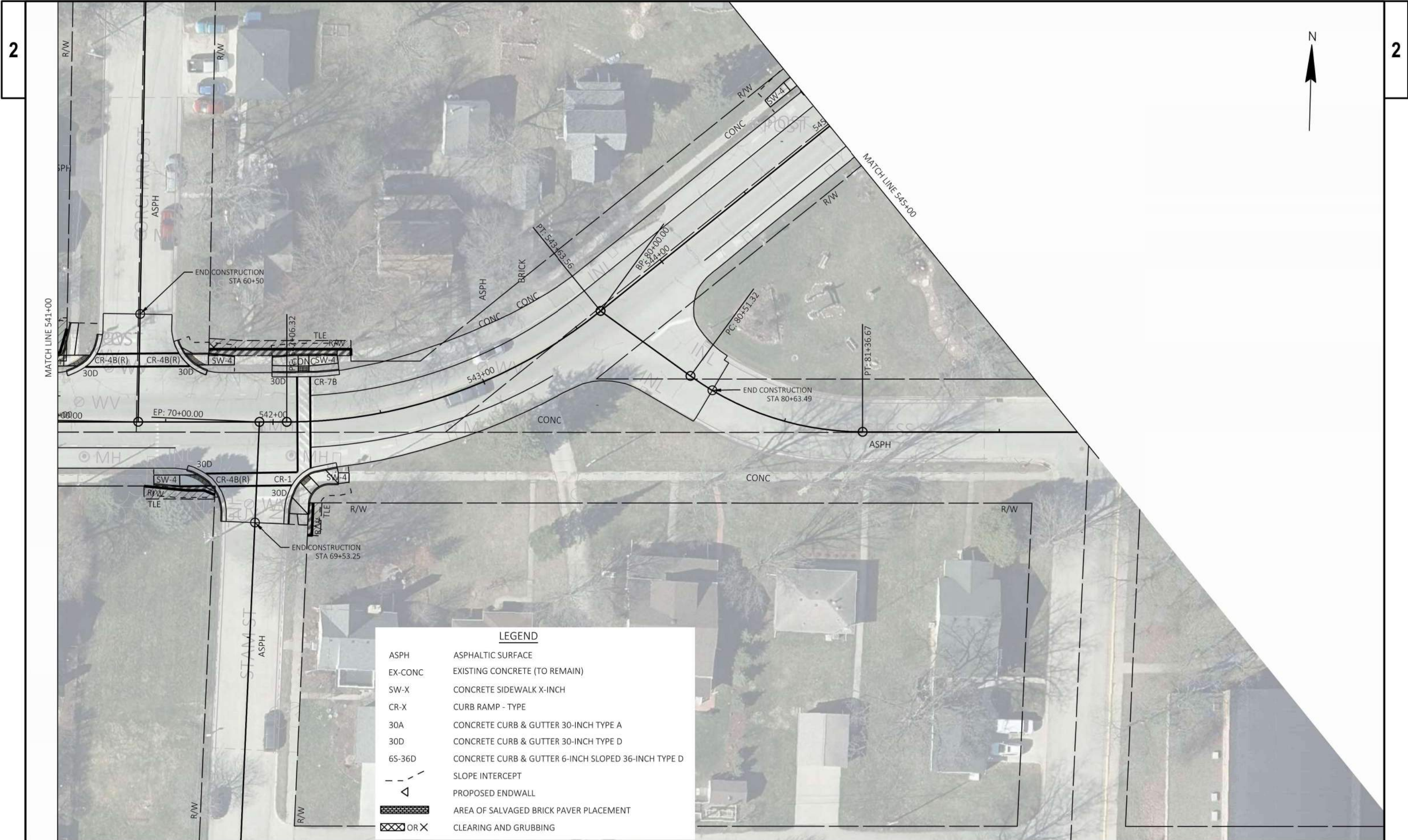








LEGEND	
ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
△	PROPOSED ENDWALL
[Pattern]	AREA OF SALVAGED BRICK PAVER PLACEMENT
[Pattern] OR X	CLEARING AND GRUBBING

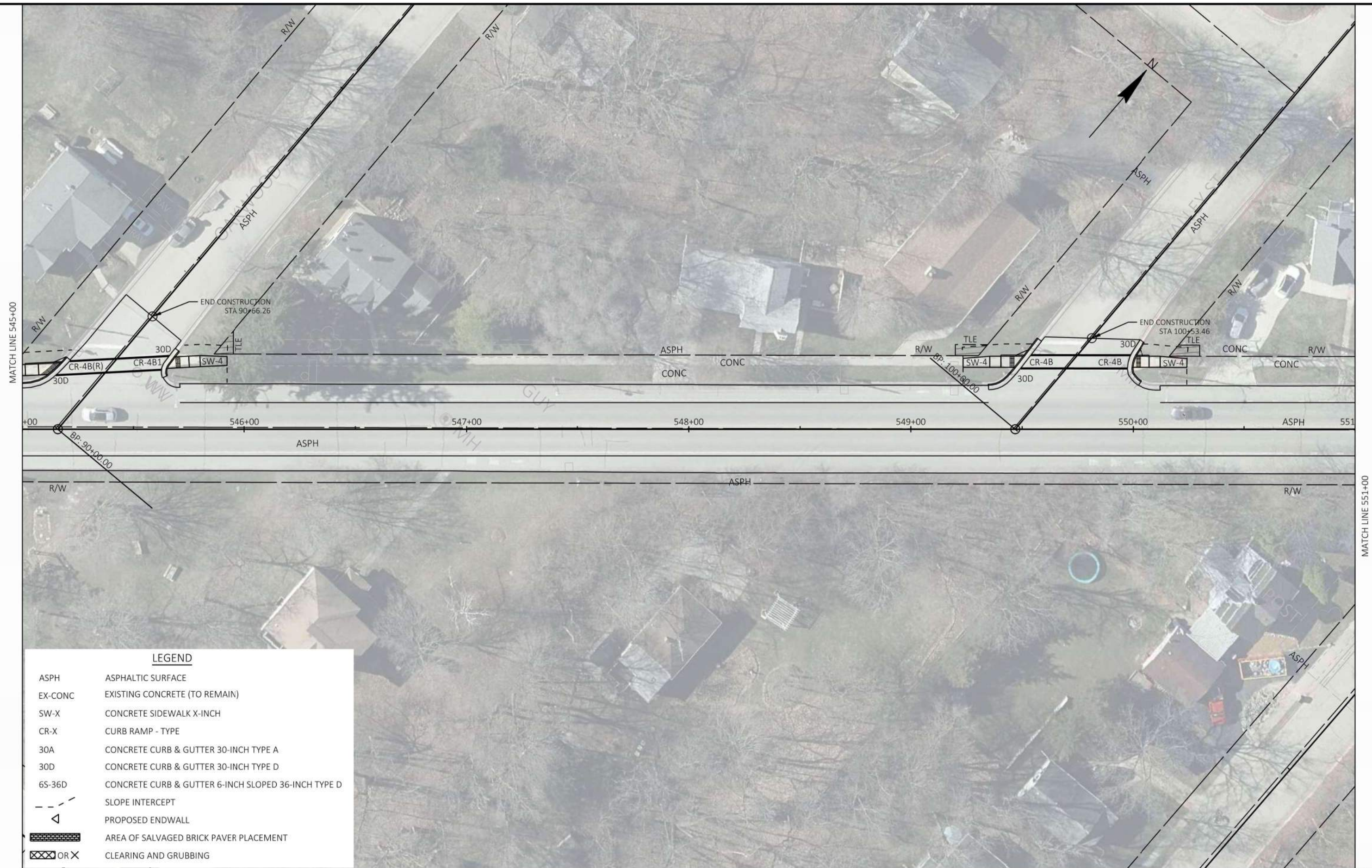


LEGEND

ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
[Pattern]	AREA OF SALVAGED BRICK PAVER PLACEMENT
[Pattern] OR X	CLEARING AND GRUBBING

2

2 |



<u>LEGEND</u>	
ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
	SLOPE INTERCEPT
	PROPOSED ENDWALL
	AREA OF SALVAGED BRICK PAVER PLACEMENT
 OR 	CLEARING AND GRUBBING

PROJECT NO:	3325-08-70
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HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 66 E

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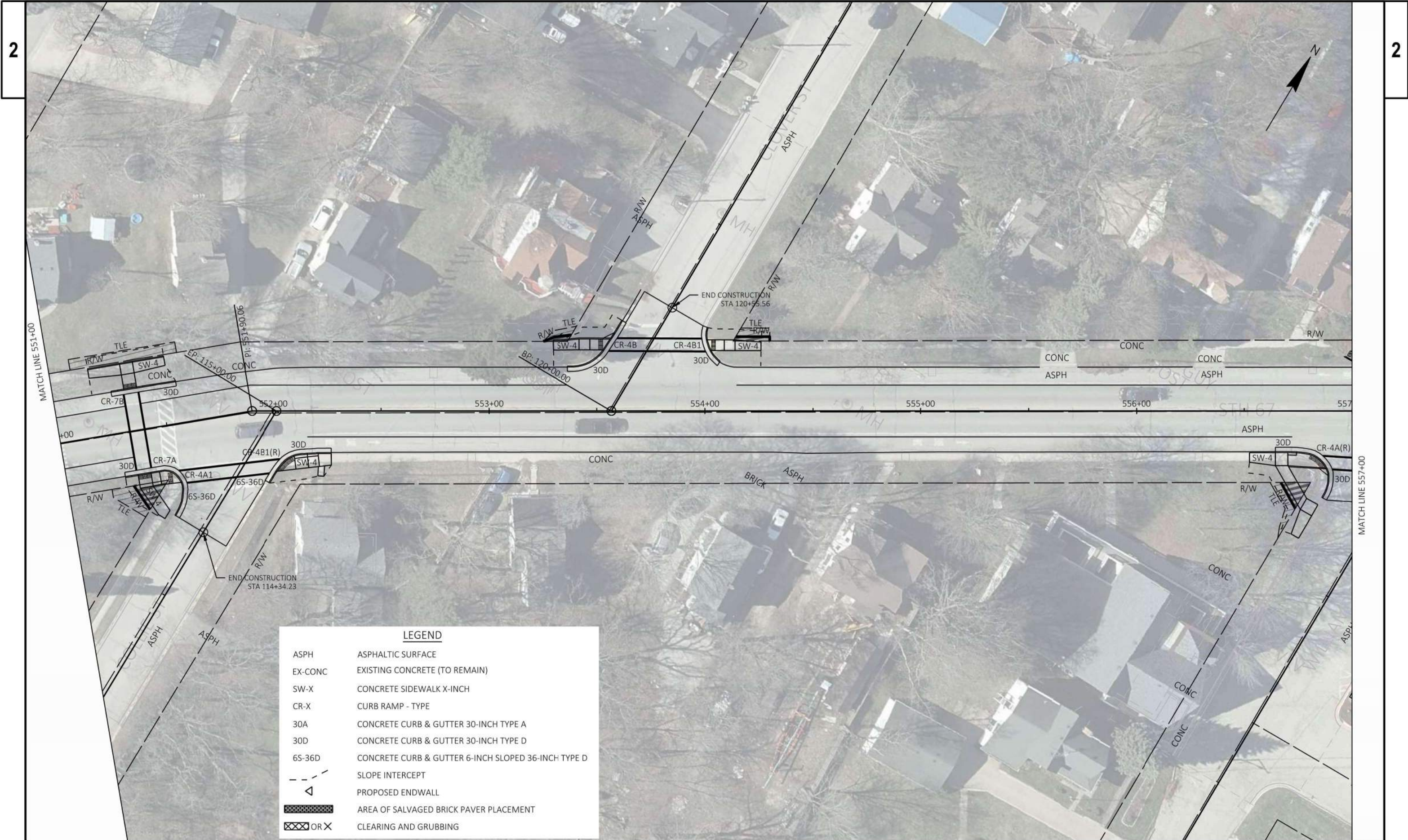
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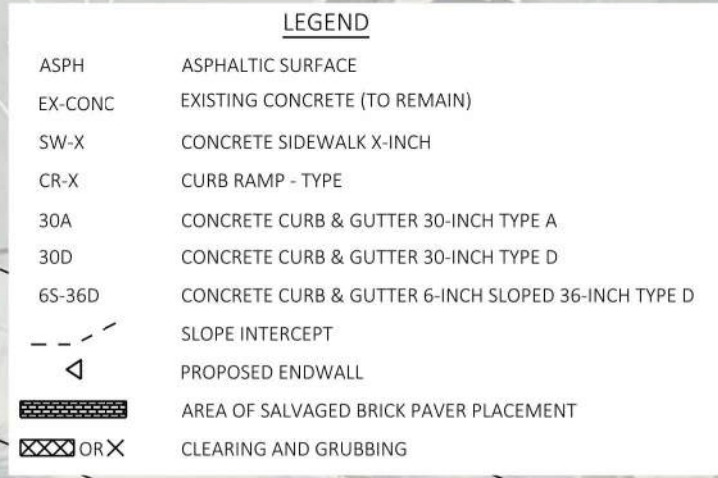
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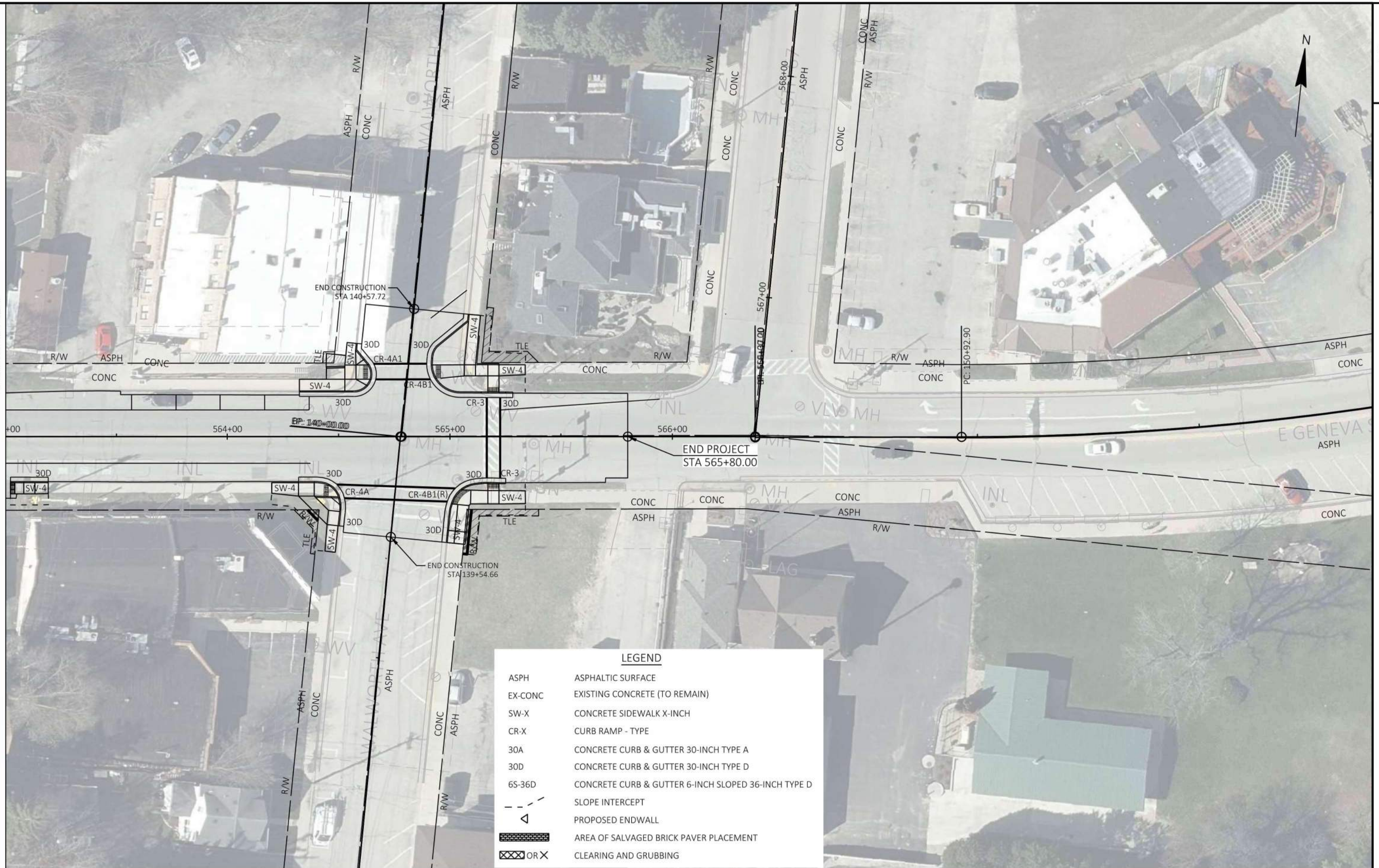
WISDOT/CADDS SHEET 42



LEGEND	
ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
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- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
▨	AREA OF SALVAGED BRICK PAVER PLACEMENT
XXX OR X	CLEARING AND GRUBBING



MATCH LINE 563+00.15



Estimates of Upcoming Sanitary Sewer Utility Project Cost Phase 1,Village of Williams Bay, Wisconsin

05/03/2023

Planned Year	Item	Need For Project	Org Est Cost	Adj Est Cost	Actual Cost
2022	Sewer Televising -- LS 4 and LS 5 Gravity Systems	Identify Clear Water Entry Locations - See the 01-10-22 Engineer's Report	\$15,000		
2023	Mainline Repairs Associated with Televising	Placeholder for Sanitary Sewer Leaks	\$200,000		
2023	STH 67 Sanitary Sewer Improvements North/South	Sanitary Sewer associated with WDOT Construction	\$600,000		\$54,609
2026	STH 67 Sanitary Sewer Improvements East/West	Sanitary Sewer associated with WDOT Construction	\$0	\$615,000	
2023	Harris Road LS and Force Main Planning and Design	Need for development and for existing servie area	\$200,000		\$13,280
2024	Harris Road LS and Force Main Construction	Need for development and for existing servie area	\$1,800,000		
2025	Sanitary Sewer Replacements -- Future Street Projects	Prevent the need to dig new street for sanitary sewer and lateral repairs	\$800,000		
		Sub Totals =	\$3,615,000	\$615,000	
		Grand Totals =	\$3,615,000	\$4,230,000	\$67,889

Borrowing 2022	Total	\$2,800,000	Final
Borrowing 2025	Total		

Estimates of Upcoming Water Utility Cost Phase 1, Village of Williams Bay, Wisconsin

05/03/2023

Start yr	Item	Need for project	Org Est Cost	Adj Est Cost	Actual Cost
2022	Optimize Corrosion Control Investigation and Pilot Study	See the June 30,2021 letter from the WDNR regarding Department Modifications of Optimal Corrosion Control Treatment determination answer due 12-31-2022	\$120,000		
2022	Southwick Creek Realignment-Design and Permitting	Needed to expand at the water plant and remove the water plant from the floodway	\$50,000		\$0
2022	Loch Vista water main/hydrants	Requested by private subdivision	\$1,100,000		
2023	Southwick Creek Realignment-Construction	Needed to expand at the water plant and remove the water plant from the floodway	\$500,000	\$0	\$529
		No WDNR participation. Must be done in winter			
2022	Well 2 pump replacement	Well 2 pump is from 1980's and needs to be deeper	\$250,000		
2023	Well 3 pump upgrades	Pump needs servicing/upgrades. Last service 2004	\$0	\$300,000	
2023	Waterplant out of floodzone study	SEWERPC to perform study.	\$0	\$55,000	
2022	Chlorination Improvement Design and Permitting	Phase 2 of Chlorination Control Investigation	\$300,000		\$48,808
2023	Chlorination Improvement -Construction	Water plant Modifications to include chlorine for control of ammonia,granular media replacement, and booster pumps for the high zone	\$2,500,000		
2023	Reactor Cleaning and Painting and Permitting	This needs to be done every 20 years. If not done,the Village will not provide soft water,or reduce radium	\$200,000		\$2,505
2023	STH 67 Water Main Improvements North/South	Water main associated with WDOT Construction	\$1,000,000		\$262,281
2026	STH 67 Water Main Improvements East/west	Water main associated with WDOT Construction	\$0	\$4,100,000	
2025	Future Street Improvements - Water Main Relay	Placeholder - Pending approval of street capital improvement plan	\$800,000		
2025	Theatre Road Water tower	Pay off balloon loan balance 12/15/2025	\$0	\$324,345	
2027	Water Tower Replacements - Design and Permitting	Prevent high cost of repainting Potawatomi,Collie, and North/West towers	\$250,000		
2029	New 500,000 Gallon Water Tower	Replace future storage loss and provide equilization and fire protection	\$2,500,000		
2030	Water Plant Expansion	Meet future demand	\$2,500,000		
2031	Water Tower Removal	Prevent the need to repaint	\$250,000		
		Sub Total	\$12,320,000	\$4,779,345	\$314,123
		Grand Total	\$12,320,000	\$17,099,345	\$314,123

Borrowing 2022 \$5,600,000

Borrowing 2025

Final



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Wright at 7:26pm

Roll Call

Trustees Wright, D'Alessandro, and Umans

Also Present: President Duncan, Trustees Jaramillo, and Vlach, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Umans/D'Alessandro motion to approve meeting minutes of March 15, 2023. Unanimously carried.

Yoga on The Beach 2023 Municipal Lease

D'Alessandro/Umans motion to recommend Village Board approval of the 2023 Municipal Business lease with Yoga Lake Geneva, LLC. Unanimously carried.

Dip In the Bay 2023 Municipal Lease

Umans/D'Alessandro motion to recommend Village Board approval of the 2023 Municipal Business Lease with Dip in the Bay, LLC. Unanimously carried.

ARPA Funding Discussion

Discussion was held regarding the ARPA funds that need to be spent by December 2024 and the need to determine a use for the funds. Administrator Lothspeich recommended soliciting RFP's for a streetscape plan for the downtown area. Lothspeich estimated costs to be around \$75,000 for a plan. D'Alessandro/Wright motion to recommend Village Board approval of soliciting RFP's for a downtown streetscape plan. Unanimously carried.

Southwick Creek Dredging Project

Engineer Snyder discussed the status of the Southwick Creek dredging project. He stated that Integrated Lakes Management (ILM) assisted the Village with this required permit. The current estimate for this project is \$150,000 with approximately \$15,000 associated with the transport of the spoils from the lakeshore to the Odling Pit. Since the project is over \$25,000 it would be considered public construction. Snyder presented an engineering work order for the bid package preparation and the contract administration. The estimated cost to prepare a bid package to obtain costs for both the dredging and the removal of the spoiled materials is approximately \$11,000. The project could bid as early as June of 2023 and with construction occurring after October 1, 2023. Wright/D'Alessandro motion to recommend Village Board approval of approving an engineering contract with Baxter Woodman in the amount of \$11,000 with funds coming from the Southwick Creek realignment allocation in the borrowing. Umans-Nay, Motion carried.

Additional Sidewalk on STH 67 – Elkhorn Road

JW Schultz Construction, who is the subcontractor to Payne & Dolan provided a quote for \$12.50 per square foot to replace approximately 480 square feet of broken and heaving sidewalk on Elkhorn Road. The quote assumed a quantity of 750 square feet, but Schultz will only be paid for the sidewalk completed. D'Alessandro/Umans motion to recommend Village Board

approval of replacing additional sidewalk on STH 67 with a cost up to \$9,000 with funds coming from Hwy 67 construction allocation in the borrowing. Unanimously carried.

Project Scope and Material Changes – STH 67 – Elkhorn Road

Engineer Snyder stated that the DOT is still reviewing the requested changes and recommended deferring discussion until the May Committee meeting.

Williams Bay Business Association (WBBA) 2022 Profit and Loss Statement

Wright stated that the discussion on this topic will be held at a later date.

Consider an ordinance modifying the Walworth Avenue maximum on street parking hours from 1 hour to 2 hours.

The Finance Committee was requested to determine a funding source for new signs if the parking hours are being changed. Since the Streets & Highways Committee recommended temporarily utilizing stickers for the existing signs, no action was taken by the Finance & Personnel Committee.

Baird CIP Brochure/Proposal

Administrator Lothspeich discussed a proposal from Baird to develop a Capital Improvement Plan (CIP) for the Village. This plan would include projects over the next 20-30 years that would be utilized during the budget process and for future borrowings. Wright/Umans motion to recommend Village Board approval of Baird’s CIP proposal in the amount of \$5,000 with funds coming from contingency. Unanimously carried.

Hydro Corp Cross Connection Contract Renewal

Item being deferred to May Water & Sewer Committee meeting.

Monthly activity of Borrowing projects

The Committee reviewed the to date spending of the borrowed funds.

Adjourn

Umans/D’Alessandro motion to adjourn at 8:01pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Finance & Personnel Committee



MEMORANDUM

DATE: MAY 10, 2023
TO: FINANCE & PERSONNEL COMMITTEE
FROM: LORI PETERNELL, VILLAGE TREASURER
RE: ASSESSMENT SERVICES PROPOSALS

The Village received (2) proposals for assessment services; Associated Appraisal and Accurate.

- Associated Appraisal has been the Village's assessor since 2017 and provided a 3-year proposal (maintenance only) at a compensation rate of \$20,000 per year. This includes all assessment services, such as; open book & board of review expenses, assessment software, web hosting of assessment data, postage and mailing services and personal property accounts. I reached out to the references listed in their proposal and received a response from 2 of them, with favorable recommendations.

- Accurate provided a 3-year proposal (maintenance only) at a compensation rate of \$18,000 per year. This includes all assessment services, such as; open book & board of review expenses, assessment software, web hosting of assessment data, postage and mailing services and personal property accounts. I reached out to the references listed in the proposal and all 5 responded with favorable recommendations.

Based on the cost comparison and references, my recommendation is to award the contract to Accurate for assessment years 2024-2026 to begin on January 1, 2024.

It also should be noted that the Board did not act on the appointment of the assessor at the May 1, 2023 meeting. Therefore, an appointment will need to be done for Associated Appraisal through the end of the year based on their current contract.



ASSESSMENT SERVICES PROPOSAL

PREPARED FOR:



Village of
Williams Bay
WISCONSIN

TABLE OF CONTENTS

Accurate is an independent assessment firm and will never outsource our assessing services to an outside contractor.

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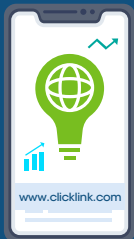
To navigate on a digital copy, please **click the page heading above to jump to the page you would like to review**. Click on the Accurate logo on each page to jump back to the Table of Contents.

This proposal is built to be INTERACTIVE!

Throughout this document you will see QR codes. Use your cell phone camera app and point your camera at the QR code. A link will pop up. Click on the link to watch videos, visit websites and much more!



Open your camera app and hover your phone over the QR Code. Your camera will automatically scan the QR code.



A clickable link will appear. Select the link and enjoy the content!

Test this link to our website!



Viewing this as a digital copy? You can click the QR codes to view the content in the proposal.

INTRODUCTION

We appreciate the opportunity to serve the Village of Williams Bay!

For over 23 years, Accurate Appraisal has continuously improved the assessment experience through **innovation, education, and technology**. We understand that Williams Bay is a unique community, therefore we provide solutions tailored to fit your specific needs.



We firmly believe that every property owner comes first. They should be part of the assessment process and not just an end result. We work hard to make sure **everyone is treated fairly and equitably**.

TRANSPARENCY

is our core principle in educating and empowering those we serve.
our employees.
municipalities.
the community.

OUR CORE VALUES:



1. WE ARE FAMILY

We have an unwavering loyalty to each other and our customers. We Respect & Encourage each other and appreciate uniqueness. We value and support each other's health, safety and work/life balance.



2. ALWAYS TRANSPARENT

We are Open & Honest in ALL interactions, sharing our data, processes, information, mistakes, and victories. We hold each other accountable. Our availability to our customers and family members is abundant.



3. EMBRACE GROWTH & INNOVATION

We are comfortable being uncomfortable while striving to get better every day. We foster and enhance customer relationships while seeking to learn and develop. We offer to teach and mentor customers and family members.



4. BE ADMIRABLE

We guard our integrity by doing the right thing - ALWAYS. We strive for quality and precision in our work, our products, and our services. We act like owners and honor our word and commitments. We choose candor, respect, and kindness.



5. WE ARE A BOATLOAD OF FUN!

Positivity is our attitude of choice. We have infectious spirits bringing enthusiasm and excitement to all we do. We are passionate and value diversity and inclusion. There's no reason too small to celebrate.



Our Mission:

Engaging our employees to collaborate, educate, and deliver the most reliable and transparent assessment solutions through innovation, communication and technology.

ASSESSMENT TEAM

Your assessment team has access to over **195 YEARS** of assessing experience!

Our dedicated **Assessment Team** coordinates their efforts from accountability officers to our field team and customer service. Throughout the entire assessment process - field work, attending open books and closing boards of review, our services are completed as a team. You will have full access to 1 account coordinator as your main point of contact.

34 EMPLOYEES

27 ASSESSOR I & II

3 ASSESSOR III

4 SOFTWARE/IT



Bill Gaber is our overall **operations manager**. He is an assessor II and III with over 12 years of assessing experience. Bill mentors all of our assessors and plans the overall assessment schedule. He works closely with each coordinator to ensure every team member completes their tasks.

Amanda Meade is our **customer experience manager**. Her role is to guide your account manager and train our customer service staff. She leads all account managers ensuring they meet your needs.

Kyle Kabe your **account coordinator** will be your #1 main point of contact for village employees and will work with the statutory assessor. He will get you reports, set up regular meetings, etc. Kyle is an assessor II.

Jill Luebke will be overseeing the field work and verifying the roll as well as manage the open book process before board of review. She will sign the final roll and defend any cases at board. Jill is an assessor II.

Amy Baji will be collecting blotters, both printed and digital. She will verify personal property accounts and post the assessment roll online. Her #1 goal is to minimize doomages. She is an assessor II.

Terri Muskevitsch will be managing our assessor certified customer service agents. Terri is in charge of tracking all correspondence to share with your team. Terri is an assessor II.

Chris Plamann will be involved in building an intentional community education plan. He will creative videos, mailings and social media content to educate property owners. He is an assessor II.



PROUD PARTNERS WITH:



Wisconsin Association of Assessing Officers

EXPERIENCE MANAGER

AMANDA MEADE

Customer Experience Manager - Assessor II

amandam@accurateassessor.com 608.438.4476



ABOUT ME

I am an optimistic and outgoing person that loves to try new things. I love to travel! Around the US, the world and especially within Wisconsin! I am highly organized and dedicated with great problem-solving skills. I love to work with a great team and develop new ideas. In my free time I love to spend time with my big family. I really enjoy spending time with my family on the water and having adventures at our cabin up north! I am so excited about working with many different people toward common goals.

"If you can be anything in the world, be kind"

EXPERIENCE

- Determine values using the three approaches: Market, Income, Cost
- Closing Boards of Review
- New Construction Field Work
- Management of Property Record Data
- Property Sketching
- Statistically analyze market trends
- Land valuation review
- Review of Assessment Data
- Open Book and Roll Work
- GIS mapping

WORK HISTORY

Executive Director
Non Profit - 7 years

Executive Director
Preschool - 10 years

STRENGTHS/SKILLS

Problem Solver	Organized
Professional	Communication
Building Relationships	Empathetic
Personable	Consistent

CERTIFICATION



ACCOUNT COORDINATOR



KYLE KABE

Account Coordinator - Assessor II & III

kylek@accurateassessor.com 920-749-8098

ABOUT ME

I am an energetic self-starter with professional success in the fields of Assessing, Compliance, Finance, Sales and Education. I am an effective communicator, dedicated to achieving goals while building professional relationships. I am a quick learner committed to maintaining open communication and building the best education plan for your community.

"Working for Accurate gives me an amazing opportunity to learn, educate, and grow with your community."

EXPERIENCE

- Determine values using the three approaches: Market, Income, Cost
- Creating Field Work Queries
- Real Estate and Commercial Revaluation
- Development of Neighborhood Mapping
- Participate in Open Book Sessions
- Represent Company at Boards of Review
- Help Customer Service with parcel specific questions
- Communicating with Property Owners & Clerks
- Validating Property Sales
- Entering and Reviewing Building Permits
- Preparing Assessor Forms for Board of Review

EDUCATION

UW Oshkosh- 2017
Business / Marketing

STRENGTHS/SKILLS

Work Ethic
Creative
Marketing
Ethical

Communication
Flexible
Relationship Building
Educating

CERTIFICATION



STATUTORY ASSESSOR



JILL LUEBKE

Assessor Support Specialist - Assessor II

jill@accurateassessor.com 920.749.8098

ABOUT ME

I am fun and outgoing! I have my Blackbelt in Lean Six Sigma, I love working with people to help them learn about the assessment process. I have a background in Real Estate and I was a chief contracting officer for a process improvement firm. In my youth I enjoyed traveling cross country, living in many different states. I recently married the love of my life, Broc!

"I'm never late. Nothing bad comes from being early, nothing good comes from being late."

EXPERIENCE

- Determine values using the three approaches: Market, Income, Cost
- New Construction Field Work
- Closing Boards of Review
- Roll Book Review
- Data entry of sale transfers
- Data entry of building permits
- Participate in Open Book sessions
- Preparing assessor forms for Board of Review
- Mapping for Field Work Review
- Review of Sales Statistics for Revaluations

WORK HISTORY

Chief Contracting Officer

Created/Reviewed Contracts
Client Relationship
HR management

STRENGTHS/SKILLS

Communication
Committed
Trustworthy
Personable
Optimistic

Continuing Education
Building Relationships
Punctual
Attention to Detail
Process Improvement

CERTIFICATION



CUSTOMER SERVICE TEAM

When property owners call us they get a live person.

Our agents are trained assessors that answer questions quickly and educate property owners on the assessment process. Our **online appointment scheduling tool** is available 24/7.

Property owners have full access to us on our main line, email address, and live chat on our website. We utilize a visual voicemail service which speeds up our response time. Voicemails are monitored daily to we make sure respond within 24 to 48 hours. All of these services are included at no additional cost to you.



MEET OUR CUSTOMER SERVICE TEAM MEMBERS:



"Being the first connection with property owners, my goal is to be able to help them understand the process of assessing and how it affects them. Being a property owner, I understand how confusing and daunting the process can seem. It is extremely rewarding when I answer their questions, help them understand the process, and make someone's day a little better."

TERRI MUSKEVITSCH since 2007

Customer Service Manager - Assessor II

terrim@accurateassessor.com 920.749.8098



"Talking with property owners on a daily basis gives me the opportunity to educate them on the assessment process. I take it as a challenge to convey positivity when not all of my interactions start out that way. Fairness and equity is paramount in my job and I take it very seriously."

AMY BAJI since 2011

Personal Property Coordinator- Assessor II

amyb@accurateassessor.com 920.749.8098



"The best feeling in the world is hanging up a phone and knowing I was able to help property owners understand their assessment. My background in hospitality gives me the tools I need to be empathetic to their needs. I have been known to make people laugh - because my laughter is infectious."

PATTI PETERS since 2010

Customer Service - Assessor I

pattip@accurateassessor.com 920.749-8098

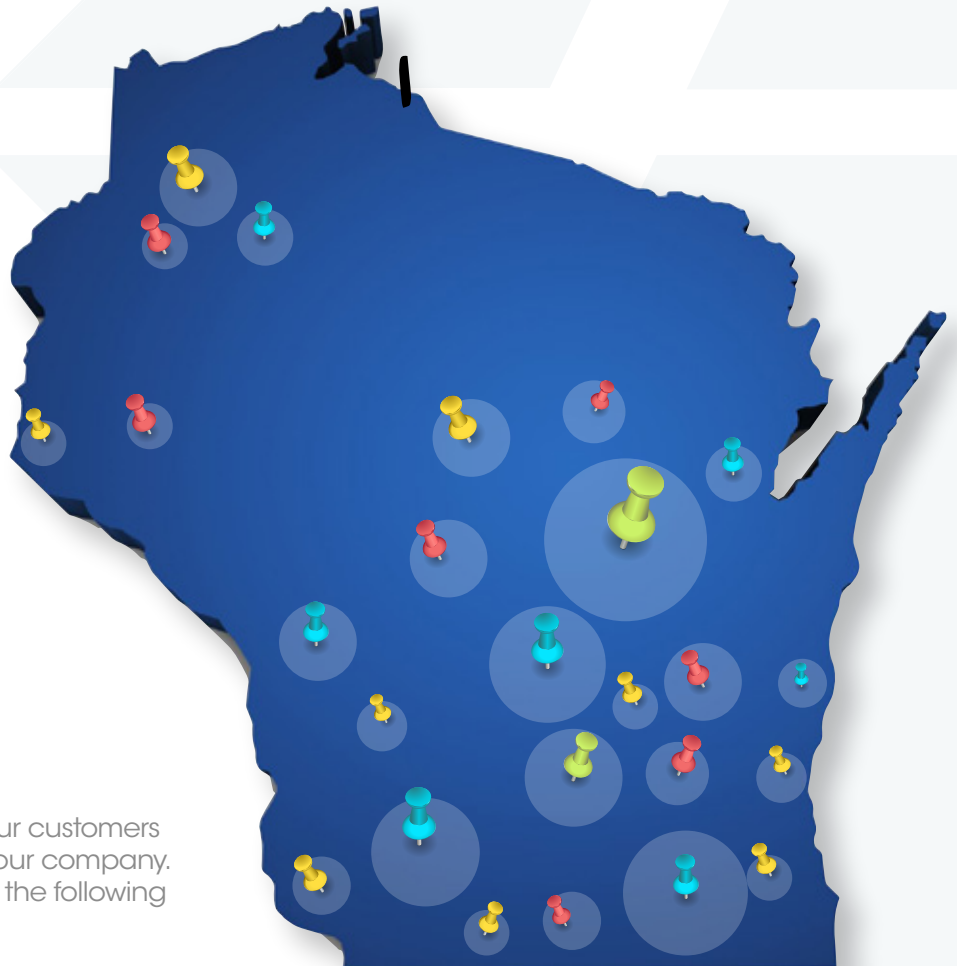


WHO WE SERVE

ALL - PROPERTY OWNERS
ALL - EMPLOYEES
105 - MUNICIPALITIES
22 - COUNTIES

We serve a variety of municipalities across the state. From small towns to large cities, we focus on one thing. **Putting property owners first.** A phrase we often hear is, "You're not a typical assessor," and we are proud of that. We strive to be inclusive and understanding with everyone we serve. Our passion to embrace growth and innovation stems from low assessment standards.

We value **transparency** in everything we do. We work with board and council members, commercial property owners, homeowners, real estate agents, and the list goes on and on. The common theme is that no matter who you are, at Accurate we will work late or go the extra mile to serve property owners. Don't think of us as a contract assessor, think of us as **a trusted advisor here to serve you and your community.**



Our client retention rate is 99%. Many of our customers have been with us since the inception of our company. A list of all municipal clients we serve is on the following page of this proposal.

225,842 - IMPROVEMENTS



MUNICIPAL CLIENT LIST

MUNICIPALITY	TYPE	POPULATION	EQ VALUE	PARCELS	SERVICE
Kenosha	City	99,986	9,129,723,600	29,901	BLEND
Franklin	City	35,451	3,608,867,300	11,971	FULL VALUE
Manitowoc	City	32,936	1,392,199,900	12,374	BLEND
De Pere	City	24,893	1,618,168,000	7,664	FULL VALUE
Grand Chute	Town	23,831	3,325,751,400	7,154	MAINTENANCE
Watertown	City	22,926	1,203,821,500	7,351	BLEND
Fox Crossing	Village	18,892	1,198,650,600	6,246	FULL VALUE
Onalaska	City	18,712	1,405,385,500	5,895	BLEND
Cudahy	City	18,200	904,066,900	5,877	FULL VALUE
Oconomowoc	City	16,847	1,898,997,800	6,160	FULL VALUE
Beaver Dam	City	16,476	740,557,500	5,545	FULL VALUE
River Falls	City	15,800	934,801,400	1,450	BLEND
Whitefish Bay	Village	14,747	2,913,528,800	4,814	BLEND
Whitewater	City	14,517	433,367,500	2,607	FULL VALUE
Shorewood	Village	13,338	1,418,231,600	3,848	BLEND
Stoughton	City	13,134	937,153,400	4,427	FULL VALUE
Glendale	City	12,779	1,065,226,500	5,030	BLEND
Baraboo	City	12,556	664,887,100	4,116	MAINTENANCE
Platteville	City	12,537	411,313,800	2,831	BLEND
Brown Deer	Village	11,964	674,445,400	4,264	BLEND
Greenville	Town	11,874	1,218,445,000	4,445	FULL VALUE
Harrison	Village	11,532	1,128,775,500	4,307	BLEND
Two Rivers	City	11,271	666,263,700	4,729	BLEND
Burlington	City	10,668	670,648,100	3,435	FULL VALUE
Monroe	City	10,661	559,462,700	4,055	BLEND
Oregon	Village	10,390	1,121,101,700	3,634	FULL VALUE
Portage	City	10,365	408,028,900	3,181	FULL VALUE
Elkhorn	City	9,853	556,333,700	3,163	FULL VALUE
Sparta	City	9,522	400,746,900	3,157	FULL VALUE
New Richmond	City	8,966	700,313,500	3,483	FULL VALUE
Altoona	City	8,929	510,581,300	2,666	BLEND
McFarland	Village	8,449	916,289,300	3,072	FULL VALUE
Delavan	Town	8,385	1,027,819,100	3,609	BLEND
Monona	City	8,179	985,590,300	2,944	FULL VALUE
Windsor	Village	7,795	901,574,900	2,836	BLEND
Sheboygan Falls	Town	7,435	154,644,400	772	BLEND
Mount Horeb	Village	7,421	676,653,100	2,484	BLEND
Vernon	Village	7,227	1,054,853,500	2,947	BLEND
Buchanan	Town	7,082	584,171,400	2,407	FULL VALUE
Beloit	Town	7,038	462,018,800	3,288	BLEND
Edgerton	City	5,552	364,170,300	2,140	FULL VALUE
Rothschild	Village	5,325	333,417,900	2,132	BLEND
Saukville	Village	4,419	300,885,500	1,449	BLEND
Prairie du Sac	Village	4,378	363,372,900	1,581	BLEND
Bayside	Village	4,377	595,016,700	1,622	FULL VALUE
Prescott	City	4,229	312,132,400	1,471	BLEND
Geneva	Town	4,099	912,896,900	3,755	BLEND
Mosinee	City	4,063	212,596,800	1,726	BLEND
Sugar Creek	Town	3,973	382,156,500	1,953	BLEND
Chilton	City	3,828	177,642,000	1,493	BLEND
Lancaster	City	3,760	192,492,400	1,591	BLEND

MUNICIPALITY	TYPE	POPULATION	EQ VALUE	PARCELS	SERVICE
Combined Locks	Village	3,588	314,834,700	1,369	BLEND
Seymour	City	3,443	74,979,700	1,252	MAINTENANCE
Lyons	Town	3,440	388,811,700	1,782	BLEND
Menominee	Town	3,422	346,963,000	1,525	BLEND
Pleasant Springs	Town	3,387	481,121,500	1,435	FULL VALUE
Boscobel	City	3,231	103,974,100	1,176	BLEND
Fulton	Town	3,158	413,981,200	2,216	FULL VALUE
Wescott	Town	3,135	386,545,700	2,554	BLEND
Brillion	City	3,127	151,267,700	1,127	BLEND
Dale	Town	2,842	252,326,200	1,151	BLEND
Walworth	Town	2,842	195,945,900	685	BLEND
Walworth	Village	2,824	164,495,100	955	BLEND
Union	Town	2,776	178,423,300	732	MAINTENANCE
Fox Lake	Town	2,709	203,679,900	938	BLEND
Dayton	Town	2,703	384,094,600	1,723	MAINTENANCE
Deerfield	Town	2,524	173,654,500	650	BLEND
Pacific	Town	2,518	390,961,700	1,332	BLEND
Poynette	Village	2,494	170,308,900	880	BLEND
Caledonia	Town	2,491	180,754,800	974	BLEND
Dekorra	Town	2,350	351,865,400	1,448	BLEND
Deerfield	Village	2,319	228,122,300	981	BLEND
Jefferson	City	2,231	400,186,600	2,747	FULL VALUE
Spring Prairie	Town	2,197	261,805,500	894	BLEND
New Glarus	Village	2,172	168,495,500	808	MAINTENANCE
Albion	Town	2,103	188,271,100	1,058	BLEND
Jamesstown	Town	2,077	174,781,600	1,023	BLEND
Pardeeville	Village	2,067	126,196,300	849	BLEND
Blooming Grove	Town	1,911	137,158,700	683	BLEND
Richmond	Town	1,835	228,604,700	1,039	BLEND
Randolph	Town	1,767	38,841,400	331	BLEND
Fontana	Village	1,713	1,303,832,100	2,712	BLEND
Darien	Town	1,588	126,297,100	565	MAINTENANCE
Springdale	Town	1,530	311,257,100	855	BLEND
Cambridge	Village	1,518	137,183,600	665	BLEND
Cleveland	Village	1,477	95,219,800	587	BLEND
Brooklyn	Village	1,466	115,985,800	495	BLEND
Eldorado	Town	1,443	99,975,300	618	BLEND
West Baraboo	Village	1,428	60,537,900	464	BLEND
Hazel Green	Village	1,200	60,805,000	398	MAINTENANCE
Berry	Town	1,188	176,335,000	544	MAINTENANCE
Green Valley	Town	1,072	54,147,900	501	MAINTENANCE
Oregon	Town	1,053	432,821,500	1,258	BLEND
Marathon	Town	1,048	76,147,200	489	BLEND
Blue Mounds	Village	971	71,354,300	297	BLEND
Footville	Village	810	38,412,500	338	BLEND
Primrose	Town	774	67,890,400	341	BLEND
Cambria	Village	753	29,585,400	326	BLEND
Perry	Town	737	59,221,900	353	BLEND
Sullivan	Village	669	37,904,600	232	BLEND
Upham	Town	647	169,759,000	942	BLEND
Rose	Town	595	59,950,200	488	BLEND
Courtland	Town	510	20,890,400	241	BLEND
Coloma	Village	456	17,531,000	252	BLEND
Friesland	Village	356	13,642,600	160	MAINTENANCE

BLEND

Years of maintenance with a market revaluation at least one year of the contract.

MAINTENANCE

Review of permits, new construction, splits, etc.

FULL VALUE

Annual Interim Market Updates. A market revaluation performed every year.



OUR HISTORY

Accurate was **founded 23 years ago** on **complete Transparency and Communication.**

For many years it was common practice for assessment firms to suppress information from the public. This resulted in a lack of understanding and mistrust within the community. The founders of Accurate recognized these short comings and began pioneering **new innovative assessment standards.**

Over the years we have developed web-based digital property record cards, created web based scheduling options, and built our own CAMA to update data digitally in the field. With a combined experience of **over 180 years** Accurate has continuously improved the assessment experience through **innovation, education, and technology.**

2000 - 2005

20 municipalities
Building digital data online
New Website
Full Value Service Options
Blend Options - more affordable and budget friendly

2010 - 2015

90 Municipalities
Started building proprietary CAMA
Still growing - added more employees

2005 - 2010

75 municipalities
Online scheduling available
Moved to new location on Midway Rd.
Growing - added new employees

2015 - PRESENT

100+ municipalities
Digital assessments in the field
CAMA software Prolorem launches
Live assessor certified customer service
Intentional community education plan

At Accurate we make a concerted effort to connect and learn the nuances of each community. There is no **"cookie-cutter"** way to assess unique communities. We tailor our services to fit the needs of everyone we serve. **Here is a small sample:**

UNIQUE ASSESSMENTS

Views of the Capital Building - Dane County
Views of the lake - Fontana
Bayshore Mall - Glendale
Access to the Chain of Lakes - Dayton
All of Menominee County
Dock-O-Miniums - Fontana

CORPORATE BUSINESS

Secura - Fox Crossing
Johnson Controls - Glendale
Foth - De Pere
Miron - Fox Crossing
Cleary Building - Greenville
Humana Insurance - De Pere

TAX EXEMPT EXPERIENCE

St. Norbert College - De Pere
Divine Savior Hospital - Portage
Skaalen Retirement Services - Stoughton

DISTRIBUTION/WAREHOUSING

WALMART Distribution center - Beaver Dam
Amazon - Greenville
TARGET - Oconomowoc

ALL INCLUSIVE SERVICES

- ✓ **FREE** Web Data Access
- ✓ **CUSTOM** Community Education
- ✓ **LIVE** Customer Service
- ✓ **CLOUD** Based Assessment Software

- Access to a dedicated assessor certified Account Manager
- Online appointment scheduler
- Telephone and Virtual Open Book appointments
- Customized videos and educational materials
- Active live chat function available on our website
- Dedicated quality management
- Virtual walk-through options
- Maintenance inspections



POSITIVE INTERACTION

We take pride in our **interaction and communication** with municipal officials, property owners, and state employees. **Our commitment to transparency and education** ensures we create a positive interaction with those we serve. Below are some examples:



Wendy Helgeson

1 review

★★★★★ 8 months ago

I enjoy working with the staff at Accurate Appraisal. They are quick to respond and extremely easy to work with!



2

Response from the owner 8 months ago

Thanks for the review, Wendy! We're extremely passionate about our work.



Jeff Kohler

Local Guide · 41 reviews

★★★★★ 2 years ago

Very knowledgeable and courteous staff. They go above and beyond!



Reply



3



Jennifer O'Handley

3 reviews

★★★★★ 8 months ago

I had received a notice of changed assessment on my recently purchased home. It was a lot higher than I was anticipating and I wrote an email, inquiring what the basis for increase was.

After receiving a reply, I scheduled a time to speak to the assessor because their information was demonstrably incorrect. I had a phone conversation with Miranda yesterday, explained the situation and I was blown away by her understanding and reasonableness.

After she sent me the amended amount today, I sent this email back and it's how I truly feel encapsulated my experience:

"Hi Miranda,

Thank you so much! I cannot tell you how refreshing it was to talk with you yesterday. I appreciate the willingness to listen and approach the conversation with logic and an open mind. I feel like there's so much hard headedness and ego in the world today! I didn't know what to expect, but I didn't expect you to be so kind and understanding, and to talk with me rather than at me.

I appreciate the adjustment and am very satisfied with the outcome."

I recommend working with this assessor; she deserves every bit of the five stars.



2



Michael Busterud

4 reviews · 1 photo

★★★★★ 2 years ago



Reply

Accurate builds relationships with your community! For example our Personal Property department created an instructional video on our website showing how to fill out PP statements.

"Just wanted to let you know, I was not looking forward to filling out the form. But the instructional video and the information on your website made the process a lot easier than I thought it would be. Thank you!"

Barr Resort - Kika Barr

Our assessors go above and beyond just valuing property. The classification of land changed for this property owner. We helped him by working with the DOR on properly classifying his land.

"Paul at Accurate was very helpful with my land classification and working with the DOR. He was very gracious and professional through the journey."

Primrose Resident - Duane Wagner



EDUCATION PLAN

Our education plan puts your community first. We utilize your channels of communication to educate your community. Together we will create a **two-way channel of communication** through social media, council meetings, newsletters, post card mailings, custom videos, and much more!

Our competitors do not use educational channels to notify property owners. It is commonplace for property owners find out about a revaluation the moment they receive their notice in the mail.

This one-way channel of communication is not transparent and leaves property owners scrambling to figure out what is going on. Often times this creates a rift between property owners, the municipality and the assessor.

6 STEPS TO EDUCATION:

1. WEEKLY SOCIAL MEDIA



Every week we share content on social media for you to share with your community. We mix this with a schedule of postings over the coming year to let property owners know what to expect and the status of the current market. Involving the community ensures we have two-way communication through the assessment process.

2. BOARD MEETINGS



Your community will inevitably have questions about the how assessments work. We will attend board meetings to educate your members arming them with the knowledge they need to explain the assessment process with property owners.

3. NEWSLETTER/MAILING

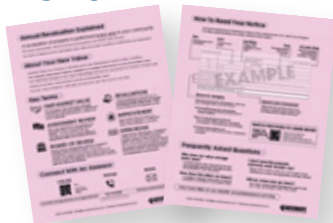
We have custom newsletter content that explains assessments, what to expect, and the schedule of social media postings to keep your community engaged. We will help you enhance the connection you have with your property owners.

4. WEBSITE



We will supply a custom video for your website that helps explain what the assessment process and what to expect. We will build links to property record info and educational FAQ's. Property owners utilize your website as a resource, we serve them best by sharing assessment data online FREE!

5. NOTICES



A notice of new value will be mailed to every property owner. Inserted with the notice will be an Understanding Your Assessment sheet explaining the assessment process with QR codes, links to videos, an online appointment scheduler, and access to our customer service team.

6. OPEN BOOK & BOR

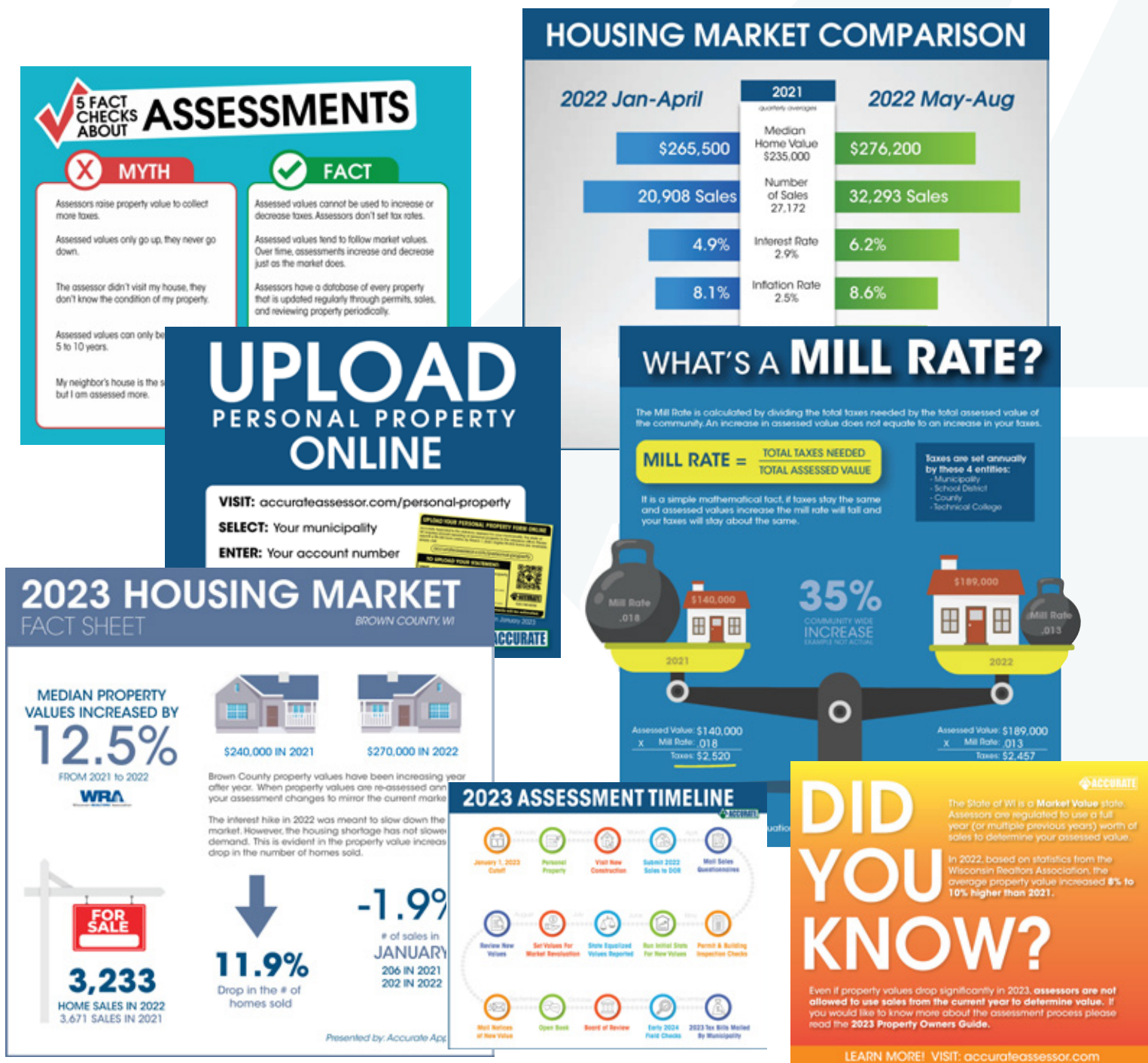
Our Open Book process starts as soon as your property owners get their notices and ends 7 days before board of review. Appointments can be set online or they can call at their convenience. Rolls are posted online and we help prepare clerks for any cases before Board of Review.



SOCIAL MEDIA

Through **Social Media** we build a positive and informative **two-way communication** with your community.

We instantly connect with thousands of property owners to **quell the stigma of taxes and assessed values**. When you don't involve your community they feel left out and discouraged about the assessment process. **Our transparency ensures property owners are engaged** so they don't feel like they're just another un-informed taxpayer.



www.facebook.com/accurateappraisalinc



www.linkedin.com/company/accurate-appraisal-inc



ASSESSMENT TIMELINE

Before January of each year we will send you options for open book and board of review dates. We will work with you to schedule new construction checks, field work, data entry, and the date notices are mailed. Below is a standard outline of what happens throughout the assessment timeline.

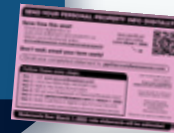
JANUARY

We start every year by visiting new construction to verify the % completion of new property. Trespass notices are mailed to property owners so they know we will be in the area.

If the property is not complete as of January 1st (each year) we update our records accordingly and flag the parcel/s for a final visit to measure and list the property as complete.



Personal Property post cards are mailed with digital submission options available.



FEB-MAR

New construction field checks are reviewed and verified by our office. Sales, permits, exemptions and any other assessment related data is updated in our records.

Initial DOR equalized values are reviewed. Personal Property is collected. Every personal property blotter is saved digitally.

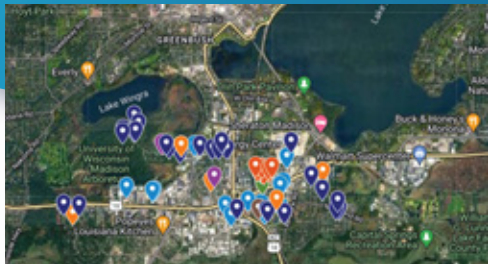
During a revaluation year education is implemented through social media, newsletters, and custom content.



APRIL

Properties are sorted and mapped for field inspections based on permits, sales, inspection requests, etc. Assessors update data on premise with their laptops.

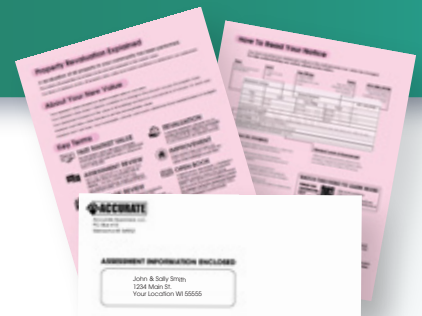
Initial market statistics from recent sales are calculated. Properties are segmented into neighborhoods to compare market values of like/similar property.



MAY

Initial values are forecasted. Value checks are performed and revisions are made. Our import/export team works with the county to verify assessment and mailing data. Initial statutory board meeting must be held if needed.

Notices are printed and mailed. Every notice includes an educational insert with links to videos and FAQ's. Rolls are posted online.



JULY/AUG

The assessment review period starts. Property owners can contact Accurate by phone, email, or online appointment. The open book period begins the day they receive their notice up to 7 days before board of review begins.

Final rolls are verified with the county and prepared for Board of Review. The assessor signs the final roll.



SOFTWARE

Our proprietary CAMA system is completely **CLOUD BASED**.

There are no costs for our software and no cost to convert your current data. Property information will be available on your website **FREE** to you and your community **24/7**. Each parcel shows detailed **images and information** and offers a digital option for sales questionnaires and personal property.



Our assessors are trained to **value and update properties on premise**, eliminating errors from re-entering data. When we take a new picture of a house or add a permit, that data is live instantly. **PROLOREM** is the only software that updates online property record information in real-time.

Your employees and property owners will be able to access the assessment data from any computer or mobile device. **PROLOREM** integrates multiple platforms such as: GIS, Apex Sketching Tool, iWorQ, etc. We will never charge to access or convert your data and you will never be charged to update or license our software.

PROLOREM

A REVOLUTION IN ASSESSING SOFTWARE

SOFTWARE COST: \$0.00
LICENSING/MAINTENANCE: \$0.00
SOFTWARE:
INTEGRATION ABILITY: YES, \$0.00
CONVERSION ABILITY: YES, \$0.00

There are never additional costs for conversions, updates, licensing, integrations, additions, etc.



SERVICE OPTIONS

The service options below are reflective of our all inclusive services. **There will never be an additional invoice for any reason.**

3-YEAR MAINTENANCE

3 Years of Maintenance

Option 1		2024	2025	2026	Total
	Community Education	Included	Included	Included	Included
	Assessment Services	Maintenance	Maintenance	Maintenance	Maintenance
	Total	\$18,000	\$18,000	\$18,000	\$54,000

RFP REQUESTED

January 1, 2024 - Dec 31, 2026

Maintenance:

We will inspect all permits, new construction and any demolitions. Every sale will be entered and reviewed. If there are changes to condition or missing information we will update the data to reflect. Any request for inspection from your community will also be visited during a maintenance year.

We recommend a market update within the next 3 years. Dramatic shifts in assessed value tend to cause a stir in the community when waiting long periods between value adjustments. A further recommendation would be to **perform a market update every 3 to 4 years**. Based on the discussion with Lori and David, most of your property data is up to date but could use some attention on specific parcels in the village.

3-YEAR BLEND

2 Years of Maintenance. 1 Market Update

Option 1		2024	2025	2026	Total
	Community Education	Included	Included	Included	Included
	Assessment Services	Maintenance	Maintenance	Market Update	Blend
	Total	\$30,000	\$30,000	\$30,000	\$90,000

RECOMMENDED

January 1, 2024 - Dec 31, 2026

Interim Market Update:

We will complete all of our inspections, check permits, and review sales just as in a maintenance year. We will break down each property by neighborhood, style, age, location etc. Each will be evaluated and re-assessed to its new fair market value. A notice of new value will be mailed to the property owner. It is important that we start education by the fall of the previous year, to ensure everyone knows about the revaluation before it happens.

We agree to the Scope of Work in the RFP with some notations below:

Should monthly meetings be required we will provide a link to meet virtually. We do require at least 4 meetings a year to ensure we meet DOR specific deadlines. An agreed upon meeting timeframe can be discussed before signing a contract.

In order to get your GIS team the data they need, an example of your current process will help us to ensure we provide it in the format you require.

We will provide a valuation for exempt property during the market update. In order for us to achieve an accurate value a starting point will be needed. We will require this data from your current assessor when data is transferred.

Personal Property Removal

Should personal property taxes ever be removed, the contract would be adjusted accordingly. A removal of \$500 annual cost would take effect. This will be laid out in the contract.

REFERENCES



Wanda Hiltgen
CLERK/TREASURER

www.town-dayton.com
clerk@town-dayton.com
(715) 252-2926

Project/Service: Blend
Statutory Assessor: Kyle Kabe



Amy White
CLERK

www.rfcity.org
awhite@rfcity.org
715.426.3408

Project/Service: Maintenance and Market Revals
Statutory Assessor: Allana Williams



Michelle Scanlin
CLERK

www.newrichmondwi.gov
mscanlan@newrichmondwi.gov
(715) 246-4268

Project/Service: Annual Revaluations
Statutory Assessor: Paul Reynebeau



Accurate Appraisal has professionally served as the Assessor for the Village of Fox Crossing since 2015. Over the past several years, Accurate Appraisal expertly conducted a full revaluation of the Village in 2017, and has maintained the Village at full value since 2019. A full value contract with Accurate Appraisal has provided a tremendous benefit to Fox Crossing. With the large increase in property values over the past few years, having the Village's assessed value grow incrementally over the past several years rather than a large increase in value in one year, is much easier to explain to Village residents. Accurate Appraisal has been a great partner with Fox Crossing in managing the difficult task of assessing.



Jeffrey S. Sturgell
Village Manager

www.fccommunity.com
JSturgell@foxcrossingwi.gov
(920) 720-7101

Project/Service: Annual Revaluations
Statutory Assessor: Kyle Kabe



GREENVILLE

We have worked with Accurate over the last three years, who performed a total revaluation of our municipality. Their leadership in the industry is one of the reasons why we chose Accurate as our Assessor. Their friendly, reliable service is why we continue to utilize Accurate. Timely, professional response has been appreciated and we trust them to serve our residents with dependable service and fair assessments.



Wendy Helgeson
CLERK

www.townofgreenville.com
whelgeson@greenvillewi.gov
(920) 757-5151 ext 1100

Project/Service: Annual Revaluations
Statutory Assessor: Kyle Kabe



SUMMARY

Thank you for taking the time to look over our proposal. We also appreciate David taking time to answer our questions before submitting this proposal. Our philosophy of **TRANSPARENCY** as well as our core values help guide our company and ensures that we are treating property owners fairly and equitably.

Our cloud based assessment CAMA is the most advanced in the state. All of your data is saved digitally online so you and your community can find property information quickly and easily.
The best part is, it's FREE to both you and the community.

You will have access to **one main point of contact in your account coordinator**. They will be available to your municipal employee for questions, provide assessment information, and help whenever you need them.

We provide a comprehensive customer service solution. Our **three LIVE assessor certified customer service representatives** answer questions quickly and, if needed, make adjustments on the spot over-the-phone. We track every interaction with your community throughout the assessment process and share this information at the board of review.

Implementing a progressive **education plan** and positive interactions within your employees and community is paramount. No other assessment firm provides weekly educational content such as social media posts, educational videos, newsletter content and much more!

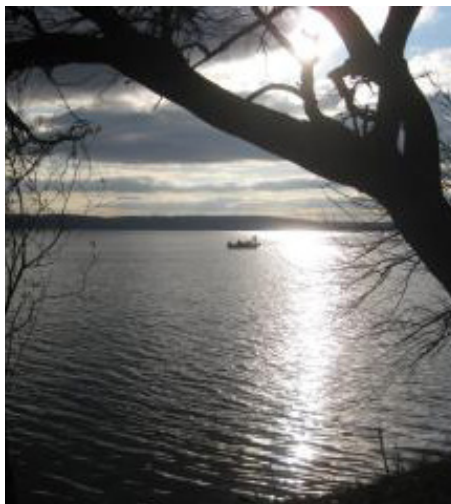
Our website offers a 24/7 online appointment calendar and hosts a chat feature. We also offer a **proactive education plan with social media posts, website updates, custom videos**, etc. The more your community knows about the assessment process the less they will fear how the process works.

Our **Core Values** express who we are as a company. **We Are Family** - doesn't just mean our employees are family. **We embrace you and your community as our family as well.** We believe in sharing the assessment process with everyone. Trust is important to us! **Transparency** between the property owners, the Village of Williams Bay and the assessor is paramount in building a successful assessment program.





***Associated Appraisal
Consultants, Inc.***



ASSESSMENT SERVICES PROPOSAL 2024-2026

*Qualifications and supporting
documentation*

PREPARED FOR:
Village of Williams Bay
March 31, 2023



Associated Appraisal
Consultants, Inc.
W62237 Neubert Road
Appleton, WI 54942
p (920) 749-1995
f (920)-731-4158
apraz.com

March 31, 2023

Lori Peternell
Treasurer
Village of Williams Bay

Dear Ms. Peternell:

I am pleased to provide the Village of Williams Bay with a proposal for continued statutory assessor services including annual maintenance for the years 2024-2026.

As you are aware Associated Appraisal Consultants, Inc. has been serving as your statutory assessor since 2015. Over the past 8 years we have been your trusted partner in providing excellent customer service and assessment expertise, and we look forward to many more years together. We uniquely understand all of your RFP scope of services requirements and the necessary time commitment to continue providing the Village with best-in-class assessment services.

Associated Appraisal Consultants, Inc. has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through annual maintenance and revaluation programs. We currently serve as statutory assessor for more than 265 Wisconsin municipalities with a diverse variety of property types, ranging from the mansions of Lake Geneva to the unique properties of Wisconsin Dells, as well as Lake Superior communities and everything in between.

We offer unparalleled service and expertise. While our assessors are in the field, our administrative staff is in the office, Monday through Friday, to assist our clients, property owners, and businesses. Our staff is highly trained, and we pride ourselves on being prompt and professional when taking phone calls from property owners.

We also provide an optional service to our clients to have their municipal assessment records posted on our website. The website offers easy-to-use search criteria and shows land and improvement data, including digital photos of all properties within the municipality. Please visit our website at www.apraz.com and click on "Property Search."

Our professional image also sets us apart from other assessment firms. When fieldwork begins, your residents can readily identify the Associated Appraisal Consultants team by our fleet of red trucks clearly displaying our company name and logo. In addition, field appraisers wear company clothing and carry photo ID tags and letters of introduction from the Village while conducting onsite inspections.

Associated Appraisal Consultants, Inc. uses cutting-edge computer-aided mass appraisal software to capture and create modern computerized assessment records. Our records include digital photographs, computerized sketches of buildings, a map indicating location of property, sales data, permitting information and all owner correspondence. We continually invest to utilize the latest technology to serve our customers.

This is our business. We are proud of the reputation we have in the industry, from both our clients and state equalization officials. We put our best foot forward with every opportunity.

We welcome with great enthusiasm the prospect continuing to partner with you!

Respectfully,



Mark Brown
President



Our experienced and knowledgeable team is here to serve you and your property owners.

OUR MISSION

To provide our municipal clients the highest standard of assessing services. We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff.

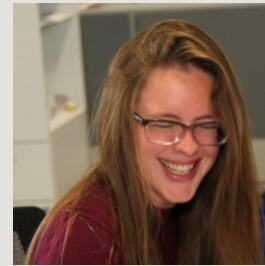


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ADDENDUMS

Assessment Cycle - WPAM A1

Certificate of Insurance B1

Sample Maintenance Contract C1-C13

BY THE NUMBERS

Associated Appraisal serves over **265 municipalities** throughout the state of Wisconsin containing a total inventory of approximately **700,000+** real estate parcels and **30,000+** personal property accounts for a total assessed value of over **\$87 billion** making us the **largest mass appraiser** in Wisconsin.

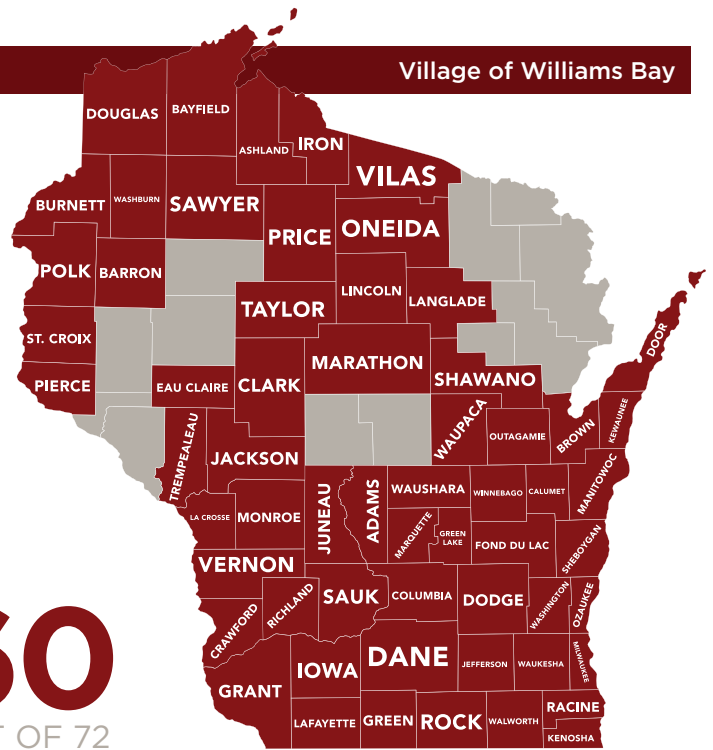
Who we serve

42
CITIES

141
TOWNS

85
VILLAGES

60
OUT OF 72
COUNTIES



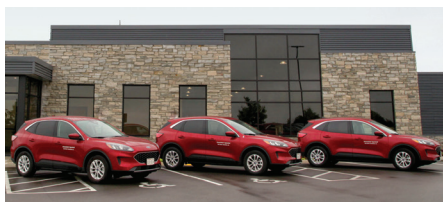
62 MOBILE HOME COMMUNITIES in 28 municipalities with over 5,000 sites subject to monthly permit fee

302 ACTIVE TIDs (Tax Incremental Districts)



Why AAC?

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as their statutory assessor or supporting the local municipal assessor.



Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction for the municipality, wear company ID tags and apparel, and drive red company vehicles clearly identified as part of the Associated Appraisal fleet.



When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will be happy to assist you. Our website offers links to important information and access to property assessment records twenty-four (24) hours per day.

Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with the Associated Appraisal team. Our corporate office is in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

WE DO ASSESSMENTS RIGHT

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of a maintenance or revaluation project.

Our property records include:

- land data
- improvement attributes
- sketch and pictures
- current and historical sales data
- applicable appraisal reports
- property maps
- and any additional documentation needed to defend values

Each year, maintenance and/or revaluation guidebooks are prepared for use during Open Book or Board of Review to aid in understanding the appraisal methodology used and provide the public with data used in our analysis.

Included in these reports:

- current assessment levels
- property sale attributes with recent pictures
- all database data for valuation tables
- a detailed sales analysis
- applicable appraisal reports
- property maps
- any additional reports needed to support values



We're dedicated to your success.

Associated Appraisal Consultants, Inc.

W62237 Neubert Road
Appleton, WI 54942

Phone: (920) 749-1995
Fax: (920) 731-4158
Website: apraz.com

Mark Brown *President*

W62237 Neubert Road
Appleton, WI 54942
Email: markb.apraz@gmail.com
Direct: (920) 224-8802

Associated Appraisal adheres to the Wisconsin Property Assessment Manual and the annual timelines as developed by the Wisconsin Department of Revenue.

OUR FIRM'S LEADER

**Mark Brown***President***About Mark**

Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements, and department policies and procedures. Experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

Summary of Qualifications

- 18 years experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively, both orally and in writing, with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Extensive experience with appraisal of high-value lakefront property.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, Vision, Universe, and others.
- Strong project management skills including the ability prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and Circuit Court.

Certifications • WI60828CA

- Assessor III Certification
- Assessor II Certification

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin
2004 - Present

Career Growth @ AAC

Staff Appraiser > Director of Project Management > President

Education

St. Norbert College, De Pere, Wisconsin

Contact

W62237 Neubert Road
Appleton, WI 54942
Email: markb.apraz@gmail.com
Direct: (920) 224-8802

KEY CONTACT

**Dean Peters**

Vice President of Operations

About Dean

A skilled and experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

Summary of Qualifications

- 23 years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information with state and local government, elected officials, municipal staff, the media, and general public.
- Involved in managing, training, and educating of assessment staff.

Certifications • WI77308CA

- Assessor III Certification
- Assessor II Certification
- Assessor I Certification
- Property Appraiser

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

1999 – Present

Career Growth @ AAC

Staff Appraiser > Project Manager > Director of Project Management >
VP of Maintenance Services > VP of Operations

Education

University of Wisconsin, Madison

Bachelor of Arts, 1999

Contact

W62237 Neubert Road

Appleton, WI 54942

Email: deanp.apraz@gmail.com

Direct: (920) 224-8803

WE CREATE MAXIMUM TEAM SUPPORT



Appraising Property, Not People

Our firm considers property, not people, when establishing assessed values. We leave out the affordability factor when setting our values. We review property without the influence of friends, neighbors and enemies. Our only intent is to establish true market values.



Immunity to Pressures

We as the "outside assessor" are independent of local creditors and business influence. We do not run for public office, therefore we are not seeking constituents' votes. We have the freedom to establish values as the market dictates, without a concern for public pressures.



Customer Inquiries

When taxpayers need questions answered, we have a large staff of highly trained technicians ready with the answer. Municipal officials are spared the task of researching and answering the endless stream of technical questions from property owners.



Experience & Training

Our appraisers not only have their own education and experience as a foundation, but also draw upon the collective knowledge of the entire team. Our firm has been in the municipal mass appraisal business for over 60 years. All members of our customer service staff are certified by the Wisconsin Department of Revenue as Assessment Technicians, and all project managers are certified Level II Assessors.



Accepted, Standard, & Proven Methodology

We utilize industry standard methodology to determine values. We are highly skilled at incorporating the cost approach, market approach and income approach in our valuation models. We abide by the standards set in the Wisconsin Department of Revenue Assessors' Manual Volume II, and The Marshall and Swift Cost Guides. The market approach is our primary method of valuation when adequate sales data is available.



Customer / Public Access

Our courteous and professional staff is experienced at handling all types of inquiries from municipalities, taxpayers, realtors and financial institutions. Our records are public, and are easily available through the Internet, e-mail, fax or phone. Our website offers municipalities and property owners access to their information at any time day or night. Our office hours are Monday through Friday, 8:00a.m. - 4:00 p.m.

**2022 AAC MUNICIPALITIES
OVER \$1 BILLION IN EQUALIZED VALUE**

*Municipality	2020 Population	2022 Equalized Value	Total Parcel Count	Type of Assessment Services
City of Middleton	21,050	\$4,775,023,600	6,788	Maintenance (2022 Revaluation)
City of Verona	12,737	\$3,629,798,500	4,711	Maintenance (2022 Revaluation)
Village of Germantown	20,686	\$3,555,243,900	8,429	Maintenance (2019 Revaluation)
City of Neenah	26,333	\$2,731,410,000	9,642	Maintenance (2019 Revaluation)
Village of Waunakee	14,399	\$2,638,409,300	5,247	Maintenance (2019 Revaluation)
Town of Linn	2,459	\$2,626,756,800	3,183	Maintenance (2019 Revaluation)
Village of Richfield	11,948	\$2,257,996,500	5,872	Maintenance (2021 Revaluation)
Village of Sussex	11,373	\$1,921,321,200	3,387	Full Value Maintenance
Village of Lake Delton	2,900	\$1,916,198,000	4,175	Maintenance (2017 Revaluation)
City of Hartford	15,870	\$1,844,911,200	6,011	Maintenance (2022 Revaluation)
Village of Deforest	10,624	\$1,828,925,000	4,212	Full Value Maintenance
Village of Grafton	11,989	\$1,790,522,300	4,167	Maintenance (2020 Revaluation)
City of Menasha	17,468	\$1,463,645,400	5,259	Full Value Maintenance
City of Port Washington	11,954	\$1,418,920,300	4,621	Maintenance (2021 Revaluation)
Village of Fox Point	6,826	\$1,359,086,300	2,664	Maintenance (2020 Revaluation)
Town of Liberty Grove	1,786	\$1,309,636,500	4,627	Full Value Maintenance
Town of Mukwonago	7,979	\$1,260,019,100	3,381	Maintenance
City of Fort Atkinson	12,395	\$1,257,936,500	4,600	Maintenance (2017 Revaluation)
Village of Mukwonago	8,126	\$1,243,347,200	3,138	Maintenance (2018 Revaluation)
City of Sturgeon Bay	9,542	\$1,224,724,100	4,619	Maintenance (2020 Revaluation)
Village of Little Chute	11,947	\$1,217,830,100	3,907	Maintenance (2021 Revaluation)
Town of Westport	4,038	\$1,215,453,900	2,906	Maintenance (2019 Revaluation)
Village of Pewaukee	7,883	\$1,177,242,600	2,945	Maintenance (2017 Revaluation)
Village of Somers	9,182	\$1,155,365,200	3,173	Maintenance (2020 Revaluation)
Village of Williams Bay	2,614	\$1,122,058,400	2,507	Maintenance (2022 Revaluation)
Town of Dunn	4,852	\$1,100,203,300	2,956	Maintenance (2021 Revaluation)
Town of East Troy	4,073	\$1,034,175,000	2,578	Maintenance (2016 Revaluation)
Town of Sheboygan	8,029	\$1,032,152,800	4,022	Maintenance (2010 Revaluation)
Village of Cottage Grove	6,716	\$1,006,437,800	2,530	Maintenance (2020 Revaluation)

*Complete client list available upon request.



OUR EDUCATION OUTREACH PROGRAM

We understand the importance of having a strong, proactive communication and education program to help you engage with your community's property owners. As we have learned from 60 years of doing this work, being open and transparent with property owners as you begin assessments is critical. We will partner with you to supply you with content, data, key communication pieces and a public relations plan that will dispel perceptions and inaccuracies, and garner the support of your community as we provide you with the very best, technically sound assessment services — free from errors and defensible from an equity standpoint. We stake our reputation on it and it's why we've been Wisconsin's preferred assessor for decades. We're in this together!

We'll partner with you to provide:

- Social media content
- Planning and executing open houses/public information sessions
- Mailings
- Flyers and posters
- Public information pieces to post at libraries, public transit centers, municipal buildings, etc. *(to reach people who aren't on social media and/or have limited access to the internet)*
- News releases
- Coordinate media interviews
- Provide subject matter experts
- FAQs
- Content for municipal newsletters
- Informative slide decks
- Key messaging for municipal officials and other stakeholders
- Crisis communications
- Proactive PR strategies

REFERENCES

**City of Hartford**

Steve Volkert
City Administrator
109 N Main Street
Hartford, WI 53027
262-673-8204
svolkert@hartford.wi.gov

**City of Lake Geneva**

Lana Kropf
City Clerk
626 Geneva Street
Lake Geneva, WI 53147
262-249-4092
lkropf@cityoflakegeneva.gov

**Village of DeForest**

Calli Lundgren
Village Clerk
120 S. Stevenson Street
DeForest, WI 53532
608-846-6751
lundgrenc@vi.deforest.wi.us

**Town of Linn**

Jim Hurley
Town Administrator/Tresurer
W3728 Franklin Walsh St.
Zenda, WI 53195
262-275-6300 ext 12
admin@townoflinn.wi.gov

**Village of Williams Bay**

Lori Peternell
Village Treasurer
250 Williams Street
Williams Bay, WI 53191
262-245-2700
treasurer@vi.williamsbay.wi.gov

ASSESSMENT SERVICES COST

Our **annual maintenance assessment services** will meet or exceed all requirements as described in the Wisconsin Property Assessment Manual and as requested in the Village's RFP document. We have thoroughly read through the scope of work, specific services required section of your RFP document numbered 1-44 and will incorporate the information included into our maintenance assessment services contract.

The figures below are for the assessment years 2024, 2025, and 2026 and we can seamlessly continue providing assessment services immediately upon execution of an assessment services contract.

Assessment Year	Total Annual Compensation Rate
2024	\$20,000
2025	\$20,000
2026	\$20,000

Total Three-Year Cost:	\$60,000
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Open book & board of review expenses	Included
*Assessment CAMA software	Included
AAC web hosting of assessment data	Included
Postage and mailing services	Included
Personal Property Accounts	Included

The above total annual maintenance compensation rates are in not-to-exceed sums including all costs, but not necessarily limited to: labor, materials, supplies, equipment, postage and mailing services, transportation, meals, lodging, CAMA software, website hosting of assessment information on AAC's website, Open Book and Board of Review expenses.



CAMA SOFTWARE

AAC currently uses Market Drive™ as our computer-aided mass appraisal (CAMA) software, which is used by over 1,400 Wisconsin municipalities and will meet or exceed all assessment software and digital property record requirements.

FULL VALUE MAINTENANCE COST

Our **full-value maintenance assessment services** will meet or exceed all requirements as described in the Wisconsin Property Assessment Manual and as requested in the Village's RFP document. We have thoroughly read through the scope of work, specific services required section of your RFP document numbered 1-44 and will incorporate the information included into our maintenance assessment services contract. In addition to annual maintenance AAC shall keep the Village's assessed value in compliance with the requirements as prescribed under Wis. Stat. §70.05(5) for the duration of the three year contract term. The annual level of assessment shall be kept within 5-10% of the Village's equalized value.

The figures below are for the assessment years 2024, 2025, and 2026 and we can seamlessly continue providing assessment services immediately upon execution of a full-value assessment services contract.

Assessment Year	Total Annual Compensation Rate
2024	\$40,000
2025	\$40,000
2026	\$40,000

Total Three-Year Cost:	\$120,000
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Open book & board of review expenses	Included
*Assessment CAMA software	Included
AAC web hosting of assessment data	Included
Postage and mailing services	Included
Personal Property Accounts	Included

The above total annual maintenance compensation rates are in not-to-exceed sums including all costs, but not necessarily limited to: labor, materials, supplies, equipment, postage and mailing services, transportation, meals, lodging, CAMA software, website hosting of assessment information on AAC's website, Open Book and Board of Review expenses.

FUTURE REVALUATION SERVICES COST

Our revaluation assessment services will meet or exceed all requirements described in the Wisconsin Property Assessment Manual. *Optional add-on assessment services for a revaluation would be in addition to the price of annual maintenance (see page 9).*

The figures below are for conducting a revaluation during any of the 2024-2026 assessment years.

Optional Revaluation Type	Cost of Services
Full Inspection Revaluation	\$100,000
Exterior Only Revaluation	\$85,000
Interim Market Update	\$40,000

<i>Annual Maintenance Assessment Services</i>	<i>Not Included</i>
Assessment CAMA Software	Included
Postage and mailing services	Included
Open Book & Board of Review Expenses	Included

FULL & EXTERIOR REVALUATIONS

AAC would physically inspect 100% of the taxable improved properties in one year and update assessment records. All taxable parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. A *full inspection revaluation* would include both interior walkthroughs and exterior inspections. The *exterior only revaluation* option would only include onsite exterior inspections.

INTERIM MARKET UPDATE

All taxable parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. Only those parcels with "Maintenance" related reasons to visit would be inspected onsite. This option works best when the property record card information is deemed reliable and a full inspection or exterior only revaluation has been completed within the last five years and the overall assessment level shows an unacceptable degree of variance in some neighborhoods, property types or classes. This would be an option for the municipality if an onsite inspection revaluation had taken place within the past five to ten years otherwise property record card information and building pictures would be outdated.

**All optional revaluation costs listed above will have the option to amortize equally over the term of the three year contract as requested in your RFP.*

ADDENDUMS

A Assessment Cycle - WPAM	A1
B Certificate of Insurance	B1
C Sample Maintenance Contract	C1-C13

ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate When	PRC outdated or inaccurate, <u>or</u> assessment uniformity is poor, <u>or</u> full revaluation not done in 10 years, <u>or</u> assessment uniformity is poor <u>or</u> reassessment is required per statute 70.75	Most PRC information can be verified by exterior inspection <u>and</u> full revaluation was completed within the past 6-9 years	PRC is deemed reliable <u>and</u> full revaluation completed within past 5 years <u>and</u> assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable <u>and</u> revaluation was completed within past 5 years <u>and</u> assessment level during previous assessment year is within acceptable parameters
Real Property Affected	All property	All property	Changes identified in column D PLUS Analysis of problem strata identified from previous assessment year	Annexed properties Change in exemption status Demolitions and fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning
Land Study	On-site inspection	On-site inspection	As necessary	As necessary
Inspect Exterior	All buildings	All buildings If no changes, may use digital imaging technology to supplement field re-inspections with a computer-assisted office review	Buildings w/changes	Buildings w/changes
Inspect Interior	All buildings	Buildings with changes	Buildings with changes	Buildings with changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As needed	As needed	As needed
Sketch	All primary buildings	As needed	As needed	As needed
Analyze Neighborhoods, Property Types, and Trends	Required	Required	Required. Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review Classifications	Required	Required	Required	Required
Validate Usability of Sales	Required	Required	Required	Required
Verify Sales Attributes (Ch 7 and 9)	Required	Required	Required	Required
Parcels to be Valued	All parcels	All parcels	Parcels with changes	Parcels with changes
Review/Revalue Properties	All parcels	All parcels	Parcels with changes	Parcels with changes
Assessment Level	Full value	Full value	Aggregate assessment level or full value as appropriate	Aggregate assessment
Mail Notice of Change in Asmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Personal Property Assessment	Required	Required	Required	Required
Add Omitted Property to Roll-70.44	Required	Required	Required	Required
Correct Errors in Roll-70.43	Required	Required	Required	Required
Hold open book / attend BOR (minimum 7 days between open book and BOR-70.47)	Required	Required	Required	Required

A change in color across a row indicates a change in the level of task work required compared to the preceding assessment type

CERTIFICATE OF INSURANCE



ASSOC02

OP ID: JV

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/12/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ADEMINO & ASSOCIATES 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD		920-734-3110 CONTACT NAME: DAVID VAN BOOGARD PHONE (A/C, No, Ext): 920-734-3110 FAX (A/C, No): 920-734-6027 E-MAIL ADDRESS: dvanboogard@ademino.com	
INSURED ASSOCIATED APPRAISAL CONSULTANTS INC & GP ACQUISITION INC PO BOX 291 GREENVILLE, WI 54942		INSURER(S) AFFORDING COVERAGE INSURER A: WEST BEND MUTUAL INS INSURER B: UNDERWRITERS AT LLOYD'S LONDON INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 15350	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		A323069	08/16/2020	08/16/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		A323069	08/16/2020	08/16/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ WAIVED		A323069	08/16/2020	08/16/2021	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	A339201	08/16/2020	08/16/2021	☒ PER-STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	ERRORS & OMISSIONS		PGIARK06509-04	08/16/2020	08/16/2021	\$100000DED 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SAMPLE CERTIFICATE	SAMPL-1	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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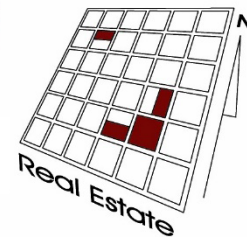
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SAMPLE CONTRACT FOR MAINTNENCE ASSESSMENT SERVICES

Prepared for the
Village of Williams Bay
Walworth County

By

***Associated Appraisal
Consultants, Inc.***



**Appleton Office
W6237 Neubert Road
Appleton, WI 54913
Phone (920) 749-1995/Fax (920) 731-4158**

**P.O. Box 291
Greenville, WI 54942-0291**

**Lake Geneva Office
Walworth County
Lake Geneva, WI 53147**

**Ironwood, Michigan Office
Ironwood, MI 49938**

**Hurley Office
Iron County
Hurley, WI 54534**

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **Village of Williams Bay, Walworth County, State of Wisconsin**, a municipal corporation (hereafter referred to as “Municipality”) and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as “Assessor”).

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. The terms and conditions included in the Specific Services Required attached hereto as Exhibit D are incorporated herein, are made a part of this Contract, and shall be services performed under the base compensation for this Contract identified in Section IV.A.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the

Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. APPROACH TO VALUE. Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

1) Sales Comparison Approach. Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

2) Cost Approach. The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

3) Income Approach. Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include

economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. OPEN BOOK CONFERENCE. Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. COMPLETION OF ASSESSMENT ROLL AND REPORTS. The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue; postage and mailing services are at the Assessor's expense.

F. BOARD OF REVIEW ATTENDANCE. Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or

Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

- G. PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Assessor's expense. Each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.
- I. PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.
- J. AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend Village meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.
- K. MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.
- L. MAPS.** Municipality shall provide at no cost to Assessor any plat

maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

- A. OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City Assessor as per Wisconsin Statutes secs. 62.09 (1)(c) and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.
- B. QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:
- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
 - 2) Assessor's field representatives shall carry photo identification cards.
 - 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
 - 4) The Assessor shall review any complaint relative to the conduct

of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) <u>Workers Compensation</u>	State of Wisconsin
requirements	

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include

maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

- A. TERM.** The term of this Contract is for the **2024, 2025, and 2026** assessment year(s). The assessor shall have completed all work under this Contract on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.
- B. TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, any compensation not yet paid to the Assessor shall be paid based on a weighted scale relative to work completed to date.
- C. AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Twenty Thousand Dollars (\$20,000.00)** for each of the 2024, 2025, and 2026 assessment year(s) for maintenance assessment services through December 31, 2026.
- B. The compensation due the Assessor shall be paid in monthly or quarterly installments throughout the 2024, 2025, and 2026 assessment year(s).
- C. The Municipality shall not be billed for postage and mailing services, mileage or supplies unless otherwise specified in this Contract and/or addenda.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- E. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for no additional cost.

***** Please initial yes or no to post data to the website. *****

Yes _____ No _____

V. SIGNATURES

Sample Only

Mark Brown

President

Associated Appraisal Consultants, Inc.

Date

Sample Only

Authorized Signature

Village of Williams Bay

Date

EXHIBIT D**Specific Services Required**

1. The Village of Williams Bay is seeking professional services that focuses on transparency, solution-based resolution, excellent communication, and responsiveness to our residents inquires. We want customers throughout our community to have a single-source resource by phone, through email, or our website. Our selection of a qualified assessor will be based not only on the professional services offered, but on how customer service, communication and problem solving is delivered to staff, elected officials, taxpayers and stakeholders throughout the Village of Williams Bay.
2. The assessor shall be responsible for all of the work performed to properly and professionally assess and defend values for the real and personal property of the Village in accordance with applicable Wisconsin State Statutes, the Wisconsin Property Assessment Manual and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue. The individual designated as such shall be available to the Village for the entire contract. Should the project supervisor be reassigned, that person shall be replaced by an equally qualified individual.
3. The assessor shall be accountable and report to the Village Administrator or his/her designee. The assessor shall meet with the Village Administrator or designee on a regularly scheduled basis as applicable (not less than monthly) to discuss the progress of the work and to review the data and the reports completed. The Village reserves the right to inspect the data and the progress of the work performed at any time without limitation.
4. The assessor and his/her designee(s) shall be available to address assessment related questions during the Village 's hours of 8:30 am-4:30pm. The assessor is expected to respond to assessment issues within twenty-four hours. The assessor will be required to schedule and work with the Village Clerk to post Open Book and Board of Review meetings. The assessor will be required to attend the Open Book and Board of Review meeting. In addition, the assessor may be required to attend Village meetings as requested by the Village Administrator.
5. The assessor shall oversee and assist in all assessment related clerical duties and customer service, as needed.
6. The assessor will provide a phone number and email address for Village officials to contact the assessor during regular business hours, Monday through Friday, and shall return calls and emails within twenty-four (24) hours.
7. The assessor will conduct in the field review and assessment of all properties that were under partial construction as of January 1st of the previous year.
8. The assessor will conduct in the field review and assessment of new construction as of January 1st of the current year.
9. The assessor will conduct inspections on all newly constructed homes, partially constructed homes from the previous year, any interior remodeling including kitchen, bath, basement remodeling, and additions.
10. The assessor will conduct in the field review, as deemed necessary, for properties that have been sold, for which a building permit has not been issued.

11. The assessor will be diligent in discovering and assessing all personal property. Assessor will conduct in the field visit of all personal property accounts annually to discover new accounts and account for business that may have closed prior to the assessment year. Assessor will cross reference personal property account with the corresponding real property and parcel number.
12. The assessor will be responsible for mailing of State approved Personal Property Forms to all holders of personal property in the Village by January 15th of each year, audit the returned forms, and place the new values in the assessment roll. Assessor will be responsible to collect the name and address of each personal property contact person, separate from the business name. The assessor shall keep on file in the office a doorage listing prior to open book review.
13. The assessor will be responsible for the accounting of all buildings destroyed or demolished.
14. The assessor will be responsible for implementing the of use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
15. The assessor will be responsible for determining whether an organization or individual meets the requirements for exemption from property tax and will mail written determinations to owners when requests are received.
16. The assessor will assist in the processing of parcel subdivisions, lot line adjustments, new subdivision plats, certified survey maps, and any other land divisions – forwarding any changes to the Village 's GIS Analyst.
17. The assessor will take digital photographs of new construction on or about January 1st annually, and also during the review process if needed.
18. The assessor will maintain and annually update property owner lists, with current name and address changes. Assessment data must be available online to Village officials, staff and residents.
19. The assessor will validate sales and provide assessment data through the Department of Revenue PAD System and recording of sales information to property record cards electronically.
20. The assessor will annually update all property owner information with new legal descriptions electronically.
21. The assessor will be responsible to mail Notice of Assessment to property owners and others as required by Wisconsin Statute.
22. The assessor shall notify the Village Administrator and Village Clerk for the publication of Open Book and Board of Review notices prior to Open Book – at least 40 days prior to a revaluation year, or 25 days in a maintenance year.
23. The assessor will work with the Village Clerk, who is statutorily responsible for scheduling and coordinating the annual Board of Review proceedings, notification shall be sent to the Village Administrator as well. The assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare written hearings, incorporating record of Open Book contacts to file with the State required AAR (Annual Assessor's Report).

24. The assessor will prepare an annual report of assessment roll changes for the Board of Review. The assessor shall update the Village 's assessment computer records within fourteen (14) days of the final adjournment of the Board of Review. The assessor shall oversee updating the Village 's assessment computer data. Assessment roll summaries and totals shall be forwarded to the Village Clerk, Village Administrator, and necessary County and State representatives.
25. The assessor will attend the Board of Review hearings, serve as Village staff at the hearings and defend the assessor's valuations and work products. The assessor will promptly and adequately follow up and respond to any appeals made at the Board of Review.
26. The assessor will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.
27. The assessor will complete the coordination with the Register of Deeds/ Real Property Listing offices of Walworth County to facilitate the digital and manual transfer of data and values.
28. The assessor will ensure all exempt properties are assessed at market values for purposes of PFP (Public Fire Protection) and for future reference.
29. The assessor shall also perform all other duties incidental to the normal duties of the assessor, including, but not limited to, generating a report for the business improvement district (BID), reports necessary for the tax incremental financing districts (TIDS), coordinating payments in lieu of tax and a top taxpayer report with the Finance Department, tracking omitted property values for future rolls, work associated with ag use conversion notices, and municipal boundary agreements.
30. All assessment files and records created, and data collected by the assessor shall remain the property of the Village. Records removed for work in progress shall be returned to the Village offices.
31. The assessor shall communicate openly and in a timely manner with proper Village personnel and the public regarding assessment matters. The assessor shall provide to the Village a "Month-in-Review" report communicating opportunities, issues and resolution and action taken. The assessor shall provide educational material to businesses and residents on an annual basis to provide greater clarity of the assessor's role in the property taxation and valuation process.
32. The assessor is expected to present a positive, professional image in both dress and conduct while interfacing with Village staff and the public.
33. All assessment personnel shall carry proper photo identification to assure the public of their identity and purpose for gaining access to private property.
34. The assessor is not permitted to assign, subcontract, or transfer the work without the written permission of the Village.
35. All personnel providing services requiring Wisconsin Department of Revenue Certifications shall be actively certified and in compliance with Wisconsin Statute Chapter 73.09 as prescribed in the Wisconsin Property Assessment Manual.

36. The assessor will provide and update the Village Administrator or Designee with a listing of all personnel assigned. Copies of each personnel's certificate shall be supplied to the Village Administrator or Designee.

37. The assessor shall review any complaint relative to the conduct of his/her employee(s). If the Village deems the performance of any of the assessor's employees to be unsatisfactory, the assessor shall remove such employee(s) from working for the Village upon written request from the Village.

38. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error, or omission of the assessor, their agents, and employees in the execution of work. Further, the assessor shall be responsible for any and all of their employees while performing acts under the terms of this contract. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the Village, listing the Village as an additional insured.

Limits of Liability shall not be less than:

a. Workers' compensation statutory limits

b. General liability, including personal injury and blanket contractual liability in the amount of \$1,000,000 per occurrence, combined single limit.

c. Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$1,000,000 per occurrence, combined single limit.

39. The assessor agrees to carry proper and sufficient insurance to cover loss of the Village's records, as well as assessor's records in process under this agreement, which are in possession of the assessor. The assessor shall not be responsible for loss of records accidentally destroyed by fire, theft, or Act of God while kept in office space supplied by the Village.

40. The assessor shall be responsible for the proper completion of the assessment roll in accordance with State law. Final assessment figures for each property shall be provided by the assessor to the Register of Deeds/Land Description office of Walworth County. All necessary measures and cooperation shall be exercised to balance said roll between the county and assessor. The assessor shall prepare and submit the Municipal Assessment Report (MAR) and the TID Assessment Reports to the Department of Revenue in a timely manner.

41. It is the responsibility of the Assessor to produce and present the Annual Assessment Report (AAR) as required by the Wisconsin Department of Revenue.

42. The assessor shall insure that employees maintain strict confidence regarding all privileged information received by reason of this contract. Disclosure of this or any appraisal information to any individual, firm, or corporation other than appropriate public officials or their authorized agents is expressly prohibited.

43. The assessor shall be required to execute a contract with the Village that incorporates the information included in this RFP.

44. All work of the Assessment Service shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and with all the rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue and the Municipality.

April 24, 2023

Village of Williams Bay
Attn: Lori Peternell, Village Administrator
250 Williams St.
Williams Bay, WI 53191

Re: Banking Service Agreement

Dear Lori,

Thank you for your continued business with First National Bank and Trust Company. We appreciate the opportunity to continue offering financial services to the Village of Williams Bay (The Village). The services are outlined below and will be in effect with the Village of Williams Bay and First National Bank and Trust Company (FNBT) for an additional two year period ending June 6, 2025, with the option of extensions thereafter.

The structure and services are outlined as follows:

- **The Village shall maintain a balance of \$500,000 in a non-interest bearing account and excess funds above this will continue to be automatically swept to an interest bearing account, "General Funds Savings", ending in 5228.**
- **In order to assist the Village in maintaining the \$500,000 target balance, FNBT will establish the Target Balance Sweep between the General Fund account and General Funds Savings account at no charge (\$75/mo waiver).**
- **Interest bearing accounts under the Village's EIN # will be tied to the Weekly Federal Funds rate (as published in the Wall Street Journal) minus 0.50%. (The current FFR as of April 11, 2023 is approximately 4.85%).**
- **By meeting the balance requirements above, the Municipal checking account service fees will continue to be waived with the exceptions of Incoming and Outgoing Wire Transfers, NSF and stop payment items and would be charged at time of occurrence. Cash Management services consisting of ACH Origination; Remote Deposit Capture; per item fees of checks written and deposited and Online Banking Fees will continue to be waived. This is an average savings to the Village of approximately \$4,500 a year, plus an additional cost savings of \$5,300 to insure \$5MM in deposits thru the Federal Home Loan Bank Letter(s) of Credit as noted below.**
- **FNBT will continue to collateralize the Village's available balances over the FDIC limits and State of WI coverage for those balances under the Village's Tax Identification number. FNBT will collateralize via the use of Federal Home Loan Bank Letter of Credit(s). To assist in making sure we have adequate collateral coverage, FNBT asks to be notified of changes in funds/balances.**

- **FNBT highly recommends the Village consider adding additional services to protect from account fraud, by adding Check Positive Pay and ACH Filters on additional accounts. FNBT will provide Check Positive Pay at no charge on all/any accounts and ACH Blocks & Filters at \$12 per additional account, with all training and set up fees provided at no additional charge. There is a \$1.80 per exception item fee, but no fee for first 60-day grace period. In addition, FNBT recommends consideration be given to the use of Dual Control for ACH. (Online Wires does have Dual Control).**
- **FNBT also asks for the opportunity to bid on any additional financing in which the Village may need now, or in the future.**

Thank you again for the opportunity to continue providing banking services to the Village of Williams Bay. Please do not hesitate to call (608) 363-8015 or email me, Susan.Starr@bankatfirstnational.com with questions.

Sincerely,

Susan Starr
Cash Management Officer

Service Agreement

We agree to the Banking Services Agreement above dated June 6, 2023 until June 6, 2025, with the option of extensions thereafter.

Village of Williams Bay

Signed by: _____
William Duncan, Village President

Date: _____

Attest by: _____
Tina Kolls, Village Clerk

Date: _____

First National Bank and Trust Company

Signed by: _____
Susan Starr, Cash Management Officer

Date: _____



MEMORANDUM

DATE: MAY 10, 2023
TO: FINANCE & PERSONNEL COMMITTEE
FROM: LORI PETERNELL, VILLAGE TREASURER
RE: Wisconsin Retirement System (WRS) Unfunded Liability

HISTORY: When the Village became a member of WRS, they were required to pay a "Prior Service Liability" for employees being enrolled in the plan. They had the option of paying the lump sum or paying it monthly as a percentage of payroll. The Village has been paying it monthly, which is included in the employer pension portion. As you can see from the required annual contribution amount provided by WRS, the Village pays an additional 1% for General Employees and 0.7% for Protective Service employees. For 2022, the total amount paid was \$12,558.33 which is included in the pension amount in the annual budget. In addition to the prior service liability, the Village is being assessed interest on the outstanding amount, currently at 6.8%.

ACTION: The auditor has recommended that the Village pay off the outstanding amount to remove the liability, which in turn will reduce the additional amount from the annual budget. It is my recommendation to utilize contingency funds to pay the balance of the Unfunded Actuarial Accrued Liability.



STATE OF WISCONSIN
Department of Employee Trust Funds
A. John Voelker
SECRETARY

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

April 5, 2023

ER No.: 0111-000

ADMINISTRATOR
WILLIAMS BAY, VILLAGE OF
250 WILLIAMS ST
WILLIAMS BAY, WI 53191-9510

Dear Employer,

Our records indicate the Village of Williams Bay has an Unfunded Actuarial Accrued Liability (UAAL) balance (also known as Prior Service Liability) of **\$31,578.72** with the Wisconsin Retirement System as of April 1, 2023.

Please review this letter for information on your balance and actions you can take to minimize future interest charges.

What is an Unfunded Actuarial Accrued Liability (UAAL), also known as Prior Service Liability, and how is the balance calculated?

Prior Service Liability is the cost of providing benefits for service credit earned:

1. Prior to an employer joining the WRS (elected by the employer upon joining the WRS), and
2. For providing benefit improvements based on service credit earned prior to the effective date of certain major benefit legislative changes.

Your current liability balance is calculated as follows:

1. The initial amount required to fund your employees' service prior to the time under the WRS, plus
2. The amount needed to fund any statutory benefit changes, plus
3. Interest assessed on the liability balance, less
4. Payments made.

How is interest calculated?

Interest is assessed annually in March on the outstanding balance of the liability. The WRS long-term investment return assumption is used, which is currently 6.8%.

For some employers, the interest charged may be greater than the amount paid each year, resulting in the balance due increasing rather than decreasing. Please be sure to review your balance history and payments on ETF's employer website (web address on next page).



How do Employers Pay the Prior Service Liability?

The Prior Service Liability is paid monthly, as a percentage of employer's payroll. Each monthly remittance submitted by the employer includes a small rate for their respective prior service liability.

Employers can also make voluntary additional payments towards their liability by using "Line 4 – Other Payments" on their monthly remittance. ETF encourages employers to do so to minimize interest charges and/or avoid negative amortization on the liability balance.

Additionally, employers may pay off the Prior Service Liability balance at any time by making a one-time lump sum payment on "Line 4 – Other Payments".

Employers may request a customized amortization schedule from ETF.

You can see a detailed breakdown of the Prior Service Balance as of the prior year end at <https://trust.etf.wi.gov/ETFAnnualReportsWeb/logon.html> (WRS Earnings Reports – Final > WRS Unfunded Actuarial Accrued Liability Statement).

For more information about the Prior Service Liability, please see Chapter 7 of the Wisconsin Retirement System Administration Manual (ET-1127), available at etf.wi.gov.

If you have any questions, please log into your ONE account or contact the Employer Communications Center.

Employer Communications Center, ETF
1-877-533-5020 • etf.wi.gov



This page allows you to view current and future employer rates.

Employer Selection: 0111-000 ::: WILLIAMS BAY, VILLAGE OF

Display

Clear Form

Return to Homepage

Employer Name WILLIAMS BAY, VILLAGE OF
Employer Number 0111-000

General							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2022	6.50	0.00	6.50	1.00	0.00	0.00	14.00
2023	6.80	0.00	6.80	1.00	0.00	0.00	14.60

Protective with Social Security							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2022	6.50	0.00	12.00	0.70	0.04	0.00	19.24
2023	6.80	0.00	13.20	0.70	0.02	0.00	20.72



WRS Unfunded Actuarial
Accrued Liability Statement
(Final 2022)

Tue May 09 08:40:00 CDT 2023
User ID: PETERLLZGK

[Instructions](#) [Logout](#)

Employer No: 0111000

Employer Name: WILLIAMS BAY, VILLAGE OF

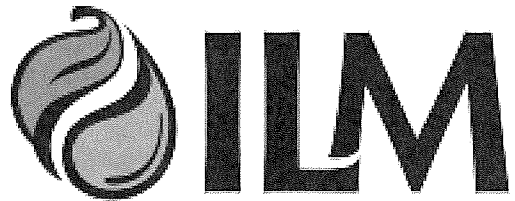
01/01/2022 Beginning Balance	43,948.44
Adjustments	0.00
Less Payment Made for 2022	12,558.33
Interest	2,134.53
Balance 12/31/2022	33,524.64

Link To:

▼

ILM
110 Le Baron St
Waukegan IL 60085

PH: 847.244.6662
Info@ilmenvironments.com



TRUSTED CARE OF LAND & WATER

Invoice
#INV18783
4/11/2023

Bill To:

Village of Williams Bay
250 Williams Street
Williams Bay WI 53191

Site	Terms	Due Date	PO #	Environment Manager
Southwick Creek on Geneva Lake	Net 15	4/26/2023		Debra Budyak

Item	Visits	Price Per Visit	Amount
Permitting	1	\$5,878.21	\$5,878.21

- 40 hours consulting time at \$115/hour = \$4,600.00
- Endangered Species Review = \$76.88
- Application fee for WDNR ePermitting = \$751.33
- Required Sediment Sampling = \$450.00

Subtotal	\$5,878.21
Discount Item	
Amount Paid	\$0.00
Balance Due	\$5,878.21

*We also accept credit card payments (2% processing fee will be charged)

May 9, 2023

Mr. David Lothspeich, Administrator
Village of Williams Bay
250 Williams Street
Williams Bay, WI 53191

Highlighted items are
major revisions to a May
4, 2023 recommendation
that did not include
streetscape improvements

Subject: Village of Williams Bay – STH 67 West Utility Improvements - Revised

Dear Mr. Lothspeich:

As requested, we reviewed 30 percent Wisconsin Department of Transportation (WDOT) plans for the STH 67 resurfacing project planned for construction in 2026 or 2027. We also reviewed the record drawings for the water main and the televising tapes for the sanitary sewer in West Geneva Street (STH 67) that are within the planned resurfacing limits. The paragraphs that follow further describe the planned sanitary sewer, water main, and roadway improvements. We recommend the Village inform the WDOT of the following:

- The Village intends to relay about 700 feet of sanitary sewer between Williams Street and Walworth Avenue; see enclosed Exhibit A and Table 1.
- The Village intends to replace the water main within West Geneva Street; see enclosed Exhibit B and Table 1.
- The Village desires streetscaping between Elkhorn Road and Williams Street.
- The Village requests the WDOT to include the water and sewer improvements on the 60 percent WDOT plans.

Sanitary Sewer Improvements

The sanitary sewer, see enclosed Exhibit A, in this section of roadway is vitrified clay pipe installed prior to the 1962 roadway and storm sewer; it is in average condition and needs maintenance but not immediate repair except in the section between Williams Street and Walworth Avenue, which is undersized, appears to have sections abandoned, and has an offset joint at the Walworth Avenue drop connection. Enclosed Table 1 – Section 1 – Sanitary Sewer summarizes the planned sanitary sewer improvements; the expected Village cost is \$617,000.

Water Main Improvements

The water main, see enclosed Exhibit B, in this section of roadway is from the early 1930's; it is at the end of its useful life and has hydrants and valves that need replacement. A new

12-inch water main will increase the available fire flow to the downtown, former elementary school area, and the intersecting streets. The planned location is under the westbound parking lane. There will be a normally closed valve near the former elementary school to maintain the two pressure zones. The proposed water main should increase the available fire flow along this route from 1400 gallons per minute to 2800 gallons per minute, which meets Insurance Services Office (ISO) Standards for commercial areas. Enclosed Table 1-Section 2 – Water Main summarizes the planned water main improvements; the expected Village cost is \$4,100,000.

Roadway Improvements

On the most recent project the WDOT funded the two traffic lanes; the Village funded the parking lanes and the difference between the replacement and rehabilitation cost for the section south of Olive Street. Enclosed for reference is the State Municipal Agreement for the most recent project showing the funding allocation for each component of the project. Federal funding was not available for streetscaping, and it may not be available for streetscaping for the planned project; if it is available, it is typically 80 percent federal funded. The enclosed Table 1-Section 3 - Roadway summarizes the planned roadway improvements, including an allowance of \$410,000 for streetscaping without federal funding; the expected Village cost is \$1.1M.

The existing roadway within the Village limits is either concrete or rubblized (previously shattered in place) concrete under 4-inches of asphalt pavement. The planned rehabilitation consists of milling and replacing the 4-inch asphalt surface. We expect the WDOT will require the Village to replace the concrete base materials with asphalt prior to milling, like the recent north-south section of STH 67. The WDOT is only showing sidewalk improvements at the intersection where they are installing curb ramps; the Village should plan additional sidewalk replacement. The WDOT does not appear to be planning storm water or storm sewer improvements.

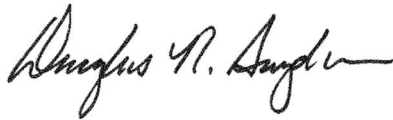
Enclosed in an excerpt from the WDOT 30 percent plans within the Village. The Village should require the WDOT to construct the utility improvements within the roadway as part of the WDOT contract and include the design of these improvements in the 60 percent plan set. The Village will benefit by avoiding work with other utilities and should save money by not replacing the pavement in-kind and not using concrete slurry backfill material over the utility. The concrete slurry is a combination of cement and stone delivered by a concrete truck. It is more than twice the cost of granular backfill. The pavement in-kind and the use of concrete slurry backfill would add approximately \$900,000 to the cost of the project. We

expect the WDOT to cost share between the pavement in the travel lane and pavement in the parking lane, like the current project.

Please call if you have any questions.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



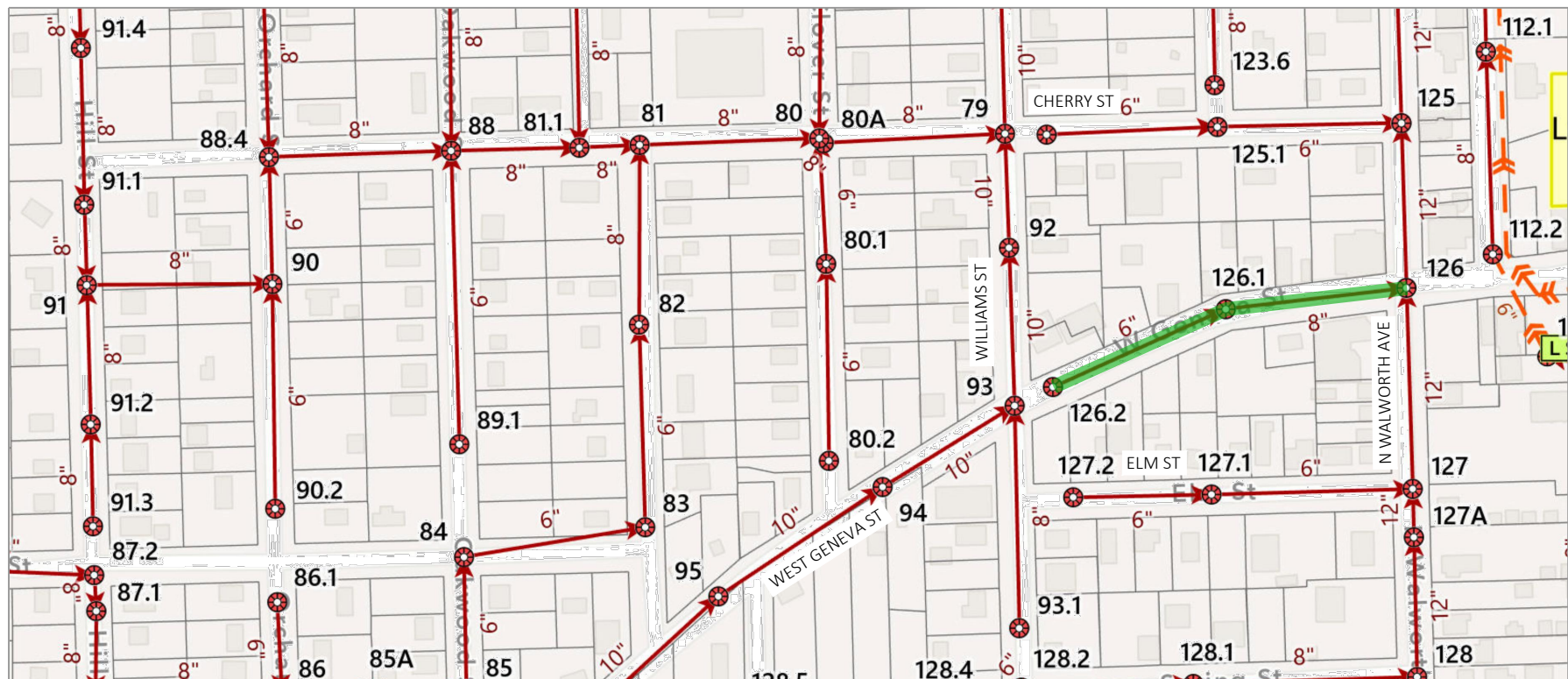
Douglas R. Snyder, P.E.

DRS:drs

Enclosures: as noted

CC: Wayne Edwards, DPW

P:\WLMSV\230260-Highway 67 West\Utility Improvements and Streetscaping 05-09-23.docx



Legend

-  Sewer Gravity Main
-  Sewer Lateral
-  Sewer Pressure Main
-  Manhole
-  Lift Station
-  Valve

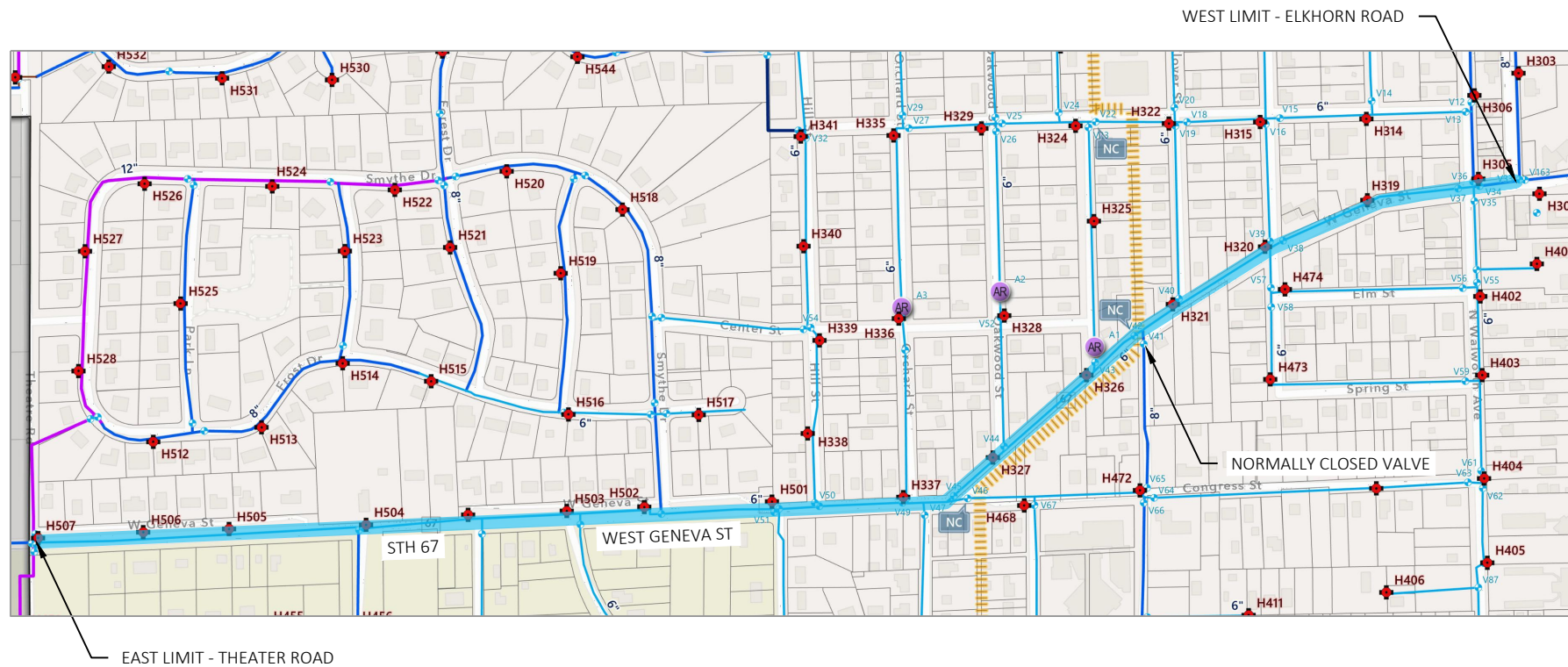
 REPLACE SANITARY SEWER AND RECONNECT LATERALS.

BAXTER & WOODMAN
Consulting Engineers

EXHIBIT A
VILLAGE OF WILLIAMS BAY

0 50' 150' 300' 500'





BAXTER & WOODMAN
Consulting Engineers



Table 1
Preliminary Opinion of Probable Cost

Section 1 - Sanitary Sewer

No.	Item	Approximate Quantity	Unit Price	Totals
1	Relay on West Geneva - Williams Street to Walworth Ave.	700 LF	\$ 300	\$ 210,000
2	Sanitary Manhole	3 EA	\$ 15,000	\$ 45,000
3	Sanitary Laterals and Connection	14 EA	\$ 8,000	\$ 112,000
4	Temporary Pavement	1,200 LF	\$ 50	\$ 60,000
5	Restoration and Traffic Control	1 LS	\$ 30,000	\$ 30,000

Section 1 Construction Cost = \$ 457,000
Engineering, Legal, and Contingencies (35%) \$ 160,000
Section 1 Project Cost = \$ 617,000

Section 2 - Water Main

No.	Item	Approximate Quantity	Unit Price	Totals
1	12-Inch Main	7,500 LF	\$ 225	\$ 1,687,500
2	Intersection Connections, Including Valves	16 EA	\$ 18,000	\$ 288,000
3	Hydrant Assembly	12 EA	\$ 7,500	\$ 90,000
4	Water Service Reconnections	90 EA	\$ 5,000	\$ 450,000
5	Temporary Pavement	7,500 LF	\$ 50	\$ 375,000
6	Abandon Existing Water Main/Hydrants	1 LS	\$ 80,000	\$ 80,000
7	Restoration and Traffic Control	1 LS	\$ 60,000	\$ 60,000

Section 2 Construction Cost = \$ 3,030,500
Engineering, Legal, and Contingencies (35%) \$ 1,060,500
Section 2 Project Cost = \$ 4,091,000

Section 3 - Roadway - Non Participating Costs

No.	Item	Approximate Quantity	Unit Price	Totals
1	Pavement Replacement - Parking Lanes	8000 SY	\$ 35	\$ 280,000
2	Pavement Replacement - Williams Street to Walworth Ave	2200 SY	\$ 40	\$ 88,000
3	Additional Sidewalk Replacement	3000 SF	\$ 12	\$ 36,000
4	Streetscaping Improvements - Elkhorn Rd. to Williams St.	1 LS	\$ 410,000	\$ 410,000

Section 3 Construction Cost = \$ 814,000
Engineering, Legal, and Contingencies (35%) = \$ 285,000
Section 3 Project Cost = \$ 1,099,000

Total Cost \$ 5,807,000



**1st Revision
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT**

This agreement supersedes the agreement signed by the Municipality on February 20, 2020 and signed by the State on February 26, 2020.

Revised date: August 1, 2022

Date: August 20, 2019

I.D.: 3325-06-01/71/72

Road Name: STH 67

Limits: Geneva St to Glenwood Dr

County: Walworth

Roadway Length: 1.21 Miles

The signatory Village of Williams Bay, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Improvement

Proposed Improvement - Nature of work: As determined by project scoping.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan).

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%*
Preliminary Engineering: Plan Development	\$ 180,000	\$ 180,000	100%	\$ -	0%
Real Estate Acquisition: Acquisition	\$ 10,000	\$ 10,000	100%	\$ -	0%
Compensable Utilities	\$ 1,000	\$ 1,000	100%	\$ -	0%
Construction: Participating					
Resurface Segment	\$ 1,482,000	\$ 1,482,000	100.0%	\$ -	0.00%
Parking(resurface segment)	\$ 29,000		0.0%	\$ 29,000	LSUM
Pavement Replace Segment	\$ 616,620	\$ 229,691	37.25%	\$ 386,929	62.75%
Soil borings performed by Municipality				\$ (3,710)	LSUM
Non-Participating	\$ 1,067,300	\$ -	0%	\$ 1,067,300	100%
Total Cost Distribution	\$ 3,385,920	\$ 1,902,691		\$ 1,479,519	

* See Item 9 Basis for local participation in Terms and Conditions

This request is subject to the terms and conditions that follow (pages 2 – 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of

neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the Village of Williams Bay (please sign in blue ink)		
Name <i>Keith P. Dure</i>	Title <i>President</i>	Date <i>8/60/22</i>
Signed for and in behalf of the State (please sign in blue ink)		
Name <i>Tony J. Barth</i>	Title SE Region Planning Chief	Date <i>8/17/2022</i>

TERMS AND CONDITIONS:

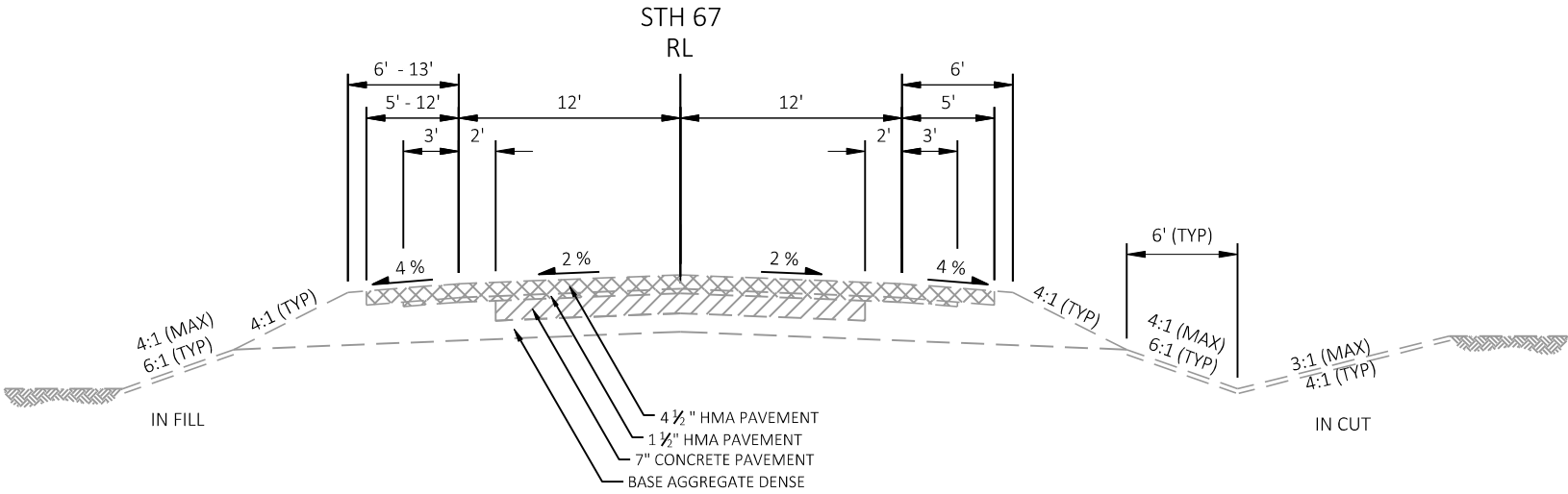
1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table that show Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality. The costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted. The Municipality will be responsible for actual costs incurred.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or

Facility Owner includes the following items:

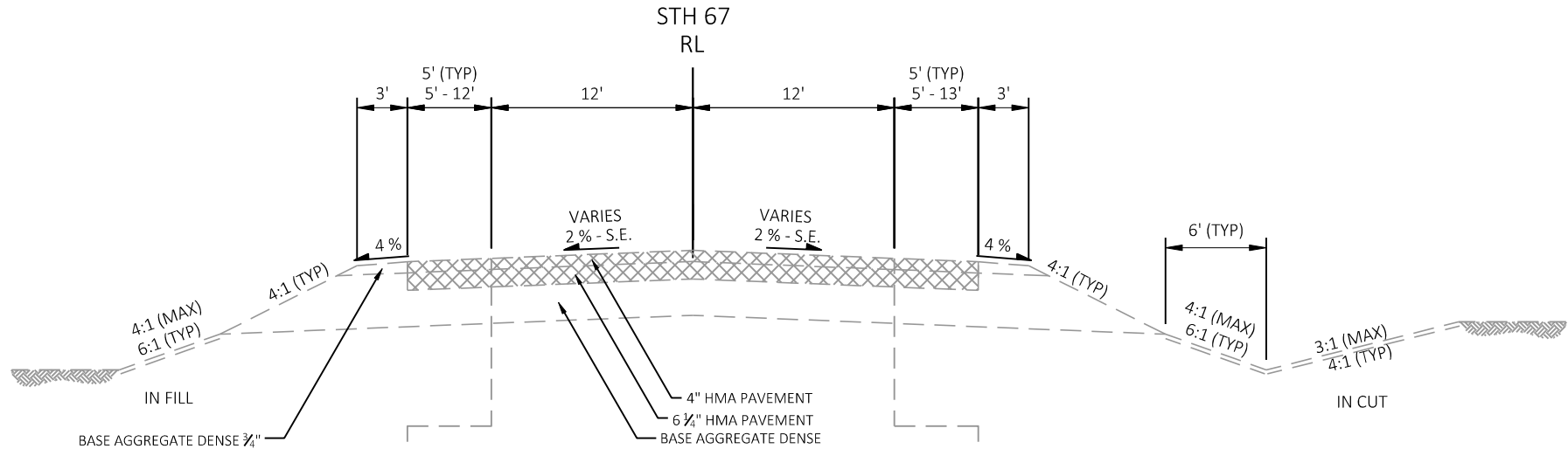
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and Bridge width in excess of standards.
 - (d) Construction inspection, staking and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.
 - (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality shall at its own cost and expense:
- (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
 - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by Community Sensitive Solutions (CSS).
 - (c) Maintain and accept responsibility for the energy, operation, maintenance, repair and replacement of the lighting system.
 - (d) Prohibit angle parking.
 - (e) Regulate parking along the highway. The municipality will file a parking declaration with the state.
 - (f) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (g) Provide complete plans, specifications and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions or claims resulting from the sanitary sewer and water system construction.
 - (h) Maintain all Community Sensitive Solutions (CSS) and/or enhancement funded items.
 - (i) Coordinate with the state on changes to highway access within the project limits.
 - (j) In cooperation with the state, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - (k) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).

9. Basis for local participation: Participation is based on actual costs incurred, all costs listed in Table 1: Summary of Costs are approximate costs unless otherwise noted.
- (a) Funding for preliminary engineering 100% State
 - (b) Funding for real estate required for standard roadway construction, 100% State
 - (c) Funding for compensable utilities required for standard roadway construction, 100% State.
 - (d) Funding for construction of standard roadway items in the resurfacing segment, and the removal of the stairs in the SW corner of the Geneva Street intersection 100% State.
 - (e) Funding for parking lanes in the resurface segment, a Municipal total payment of \$29,000, billed as the project progresses.
 - (f) Funding for construction of standard roadway items in the pavement replacement segment– 37.25% State, 62.75% Municipal. Percentage is based on difference in cost between resurface (DOT recommended) and pavement replacement (Municipal requested), and parking lanes at 100% Municipal.
 - (g) Funding for soil boring performed but the Municipality for the State, 100% State. This will be applied as a credit against the non-participating work on 3325-06-72 as a one-time lump sum amount of \$3,710.
 - (h) Funding for non-participating items 100% Municipality.

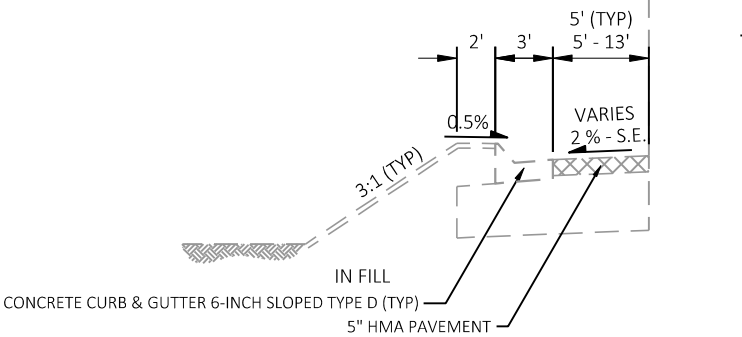
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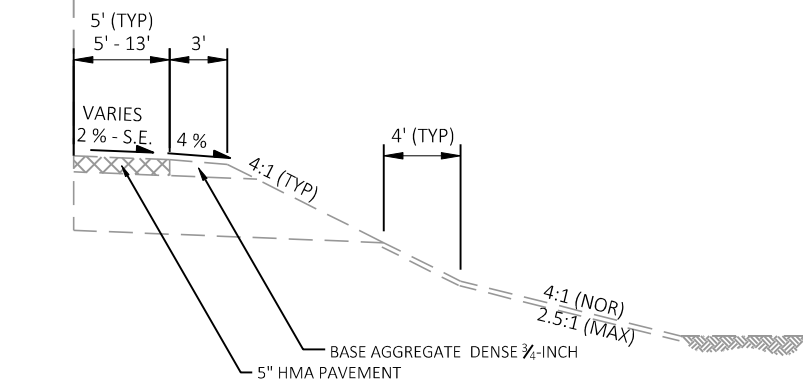
EXISTING TYPICAL SECTION STH 67
STA 283+85 TO STA 309+20



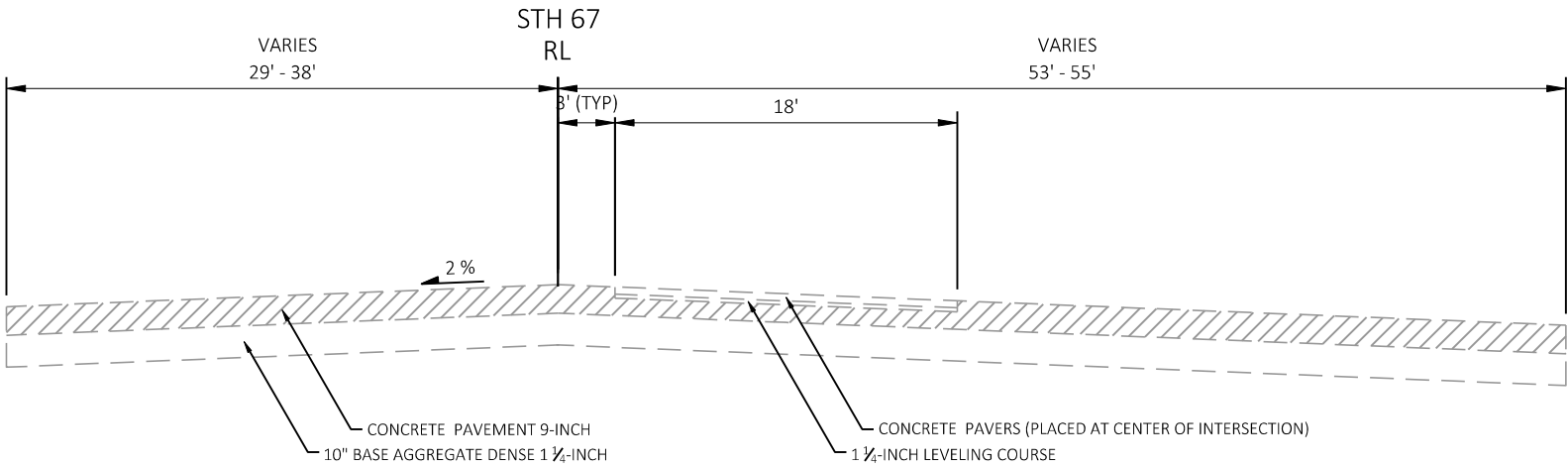
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STA 309+20 TO STA 345+85
STA 378+08 TO STA 508+38



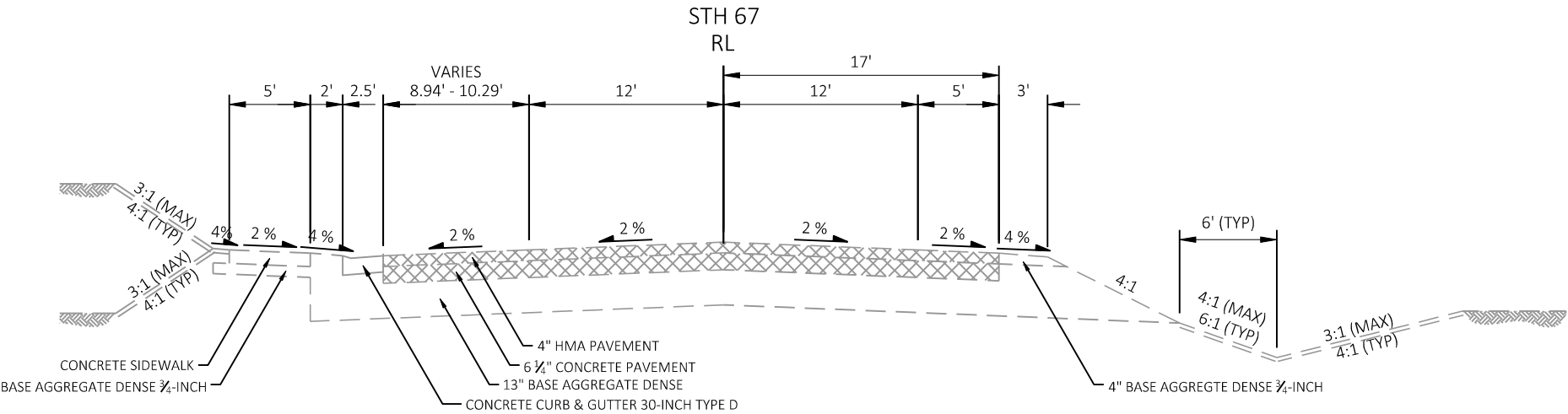
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STA 312+60 TO STA 314+06, LT
STA 322+93 TO STA 330+11, LT
STA 388+86 TO STA 390+20, LT
STA 403+14 TO STA 404+43, LT
STA 456+09 TO STA 457+31, LT
STA 309+67 TO STA 316+44, RT
STA 328+22 TO STA 329+71, RT
STA 403+50 TO STA 404+30, RT
STA 421+05 TO STA 422+35, RT
STA 456+01 TO STA 457+35, RT



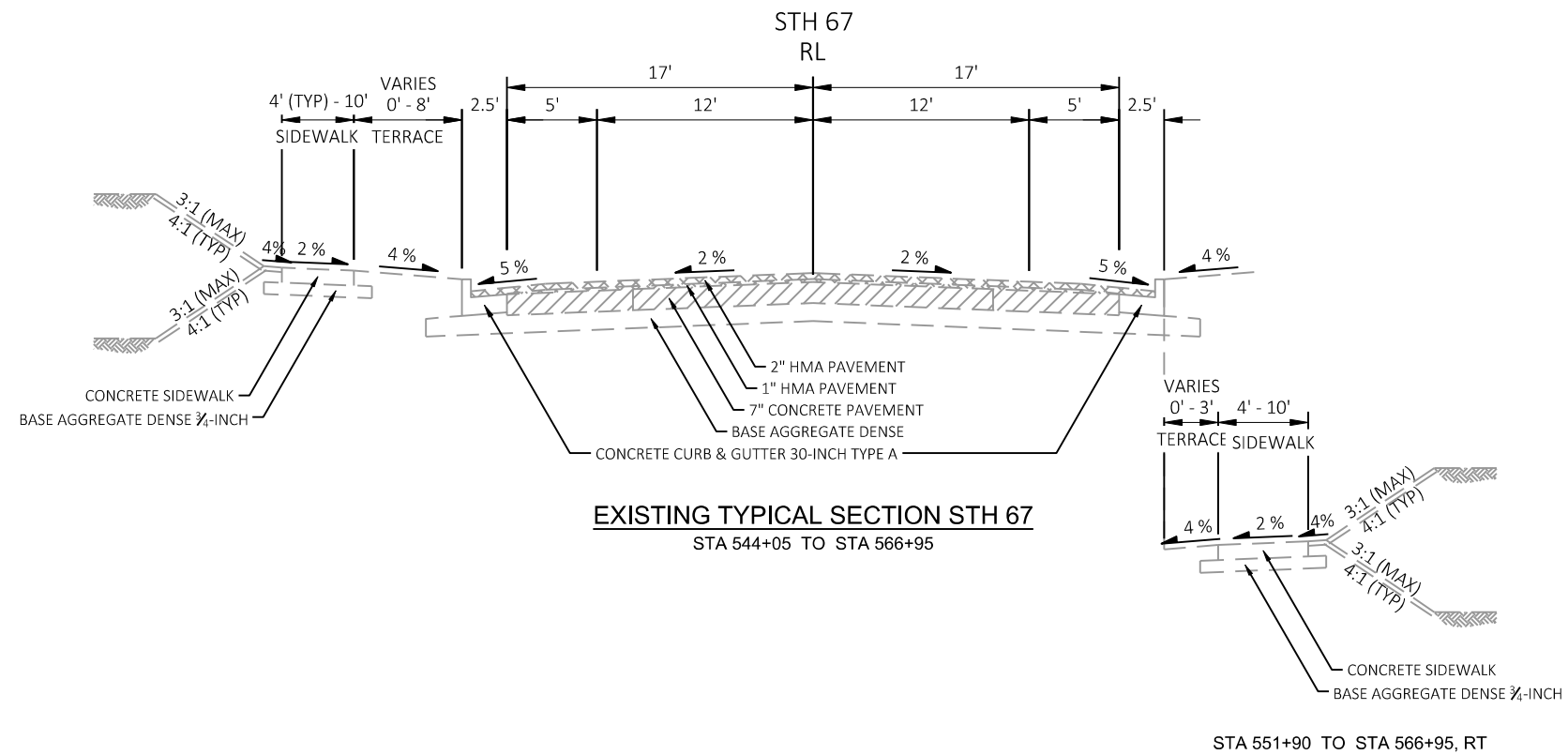
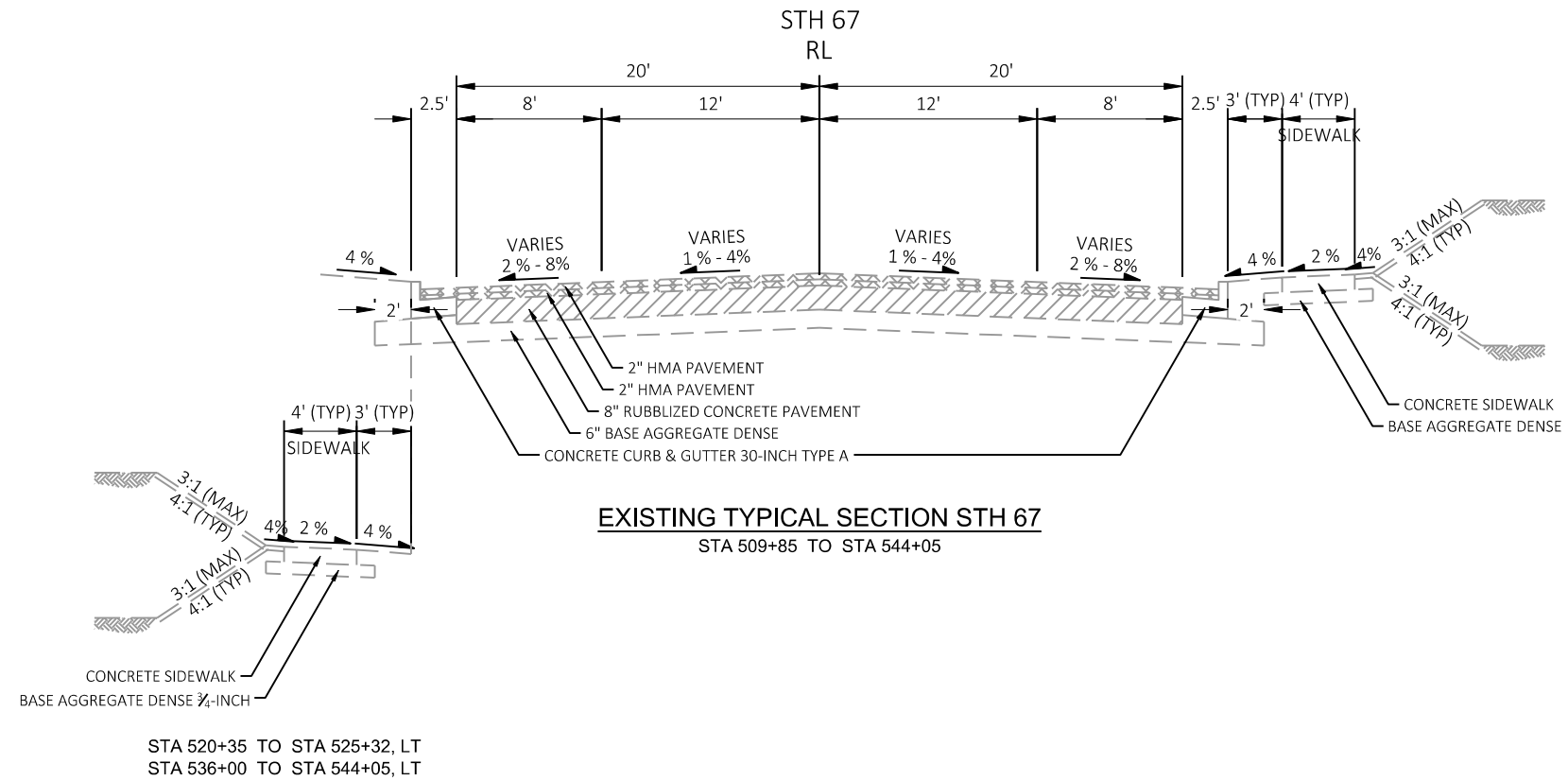
EXISTING TYPICAL SECTION STH 67 AT INTERSECTION IMPROVEMENTS
TRANISTIONS TO CURB AND GUTTER SECTIONS, LT & RT

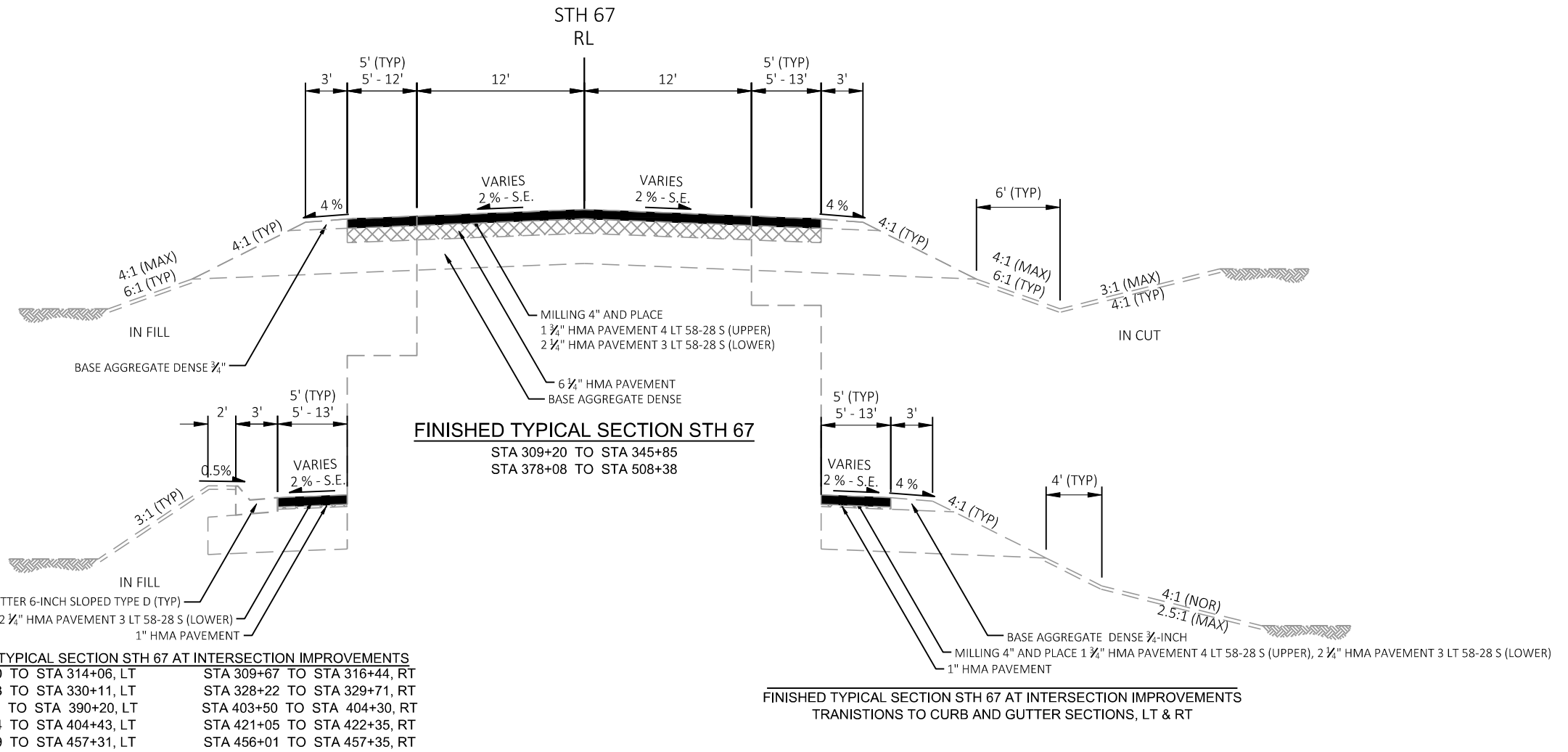
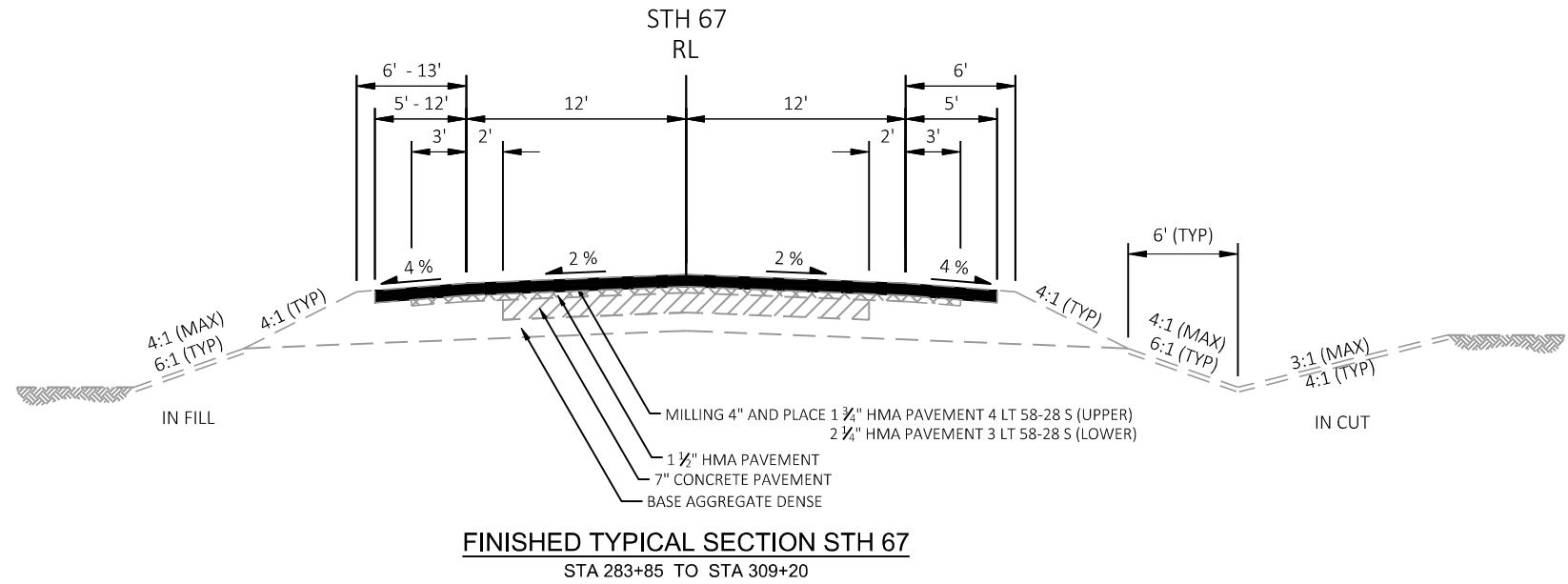


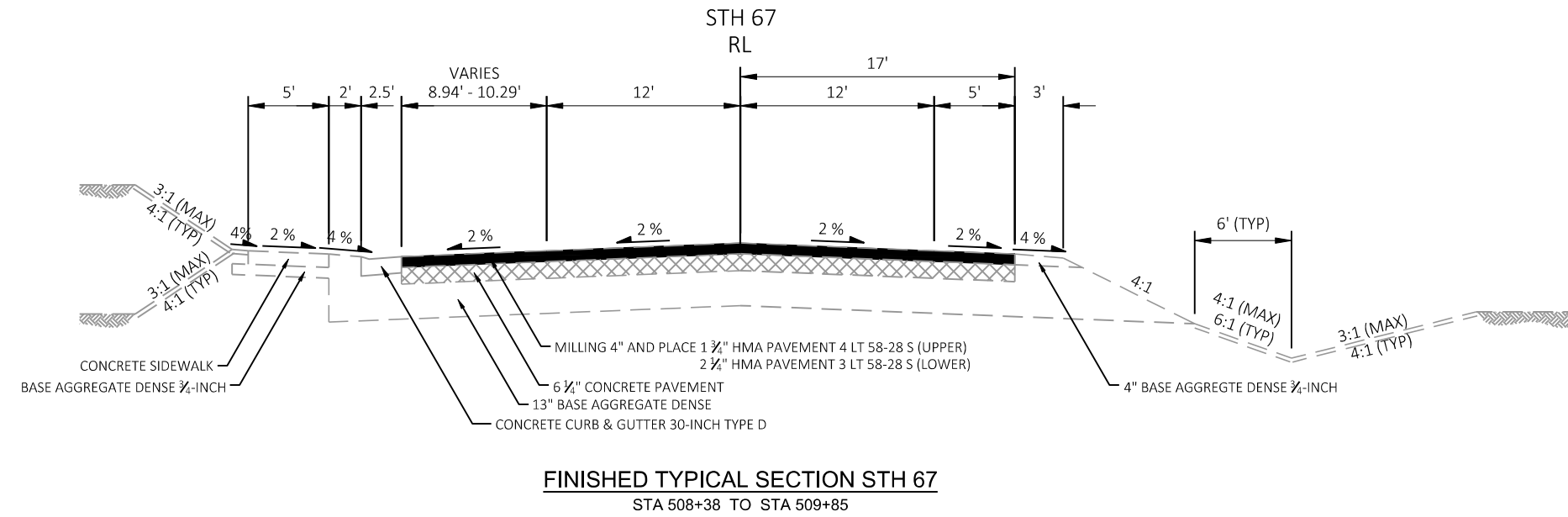
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STA 363+44 TO STA 364+54
STA 367+08 TO STA 368+17

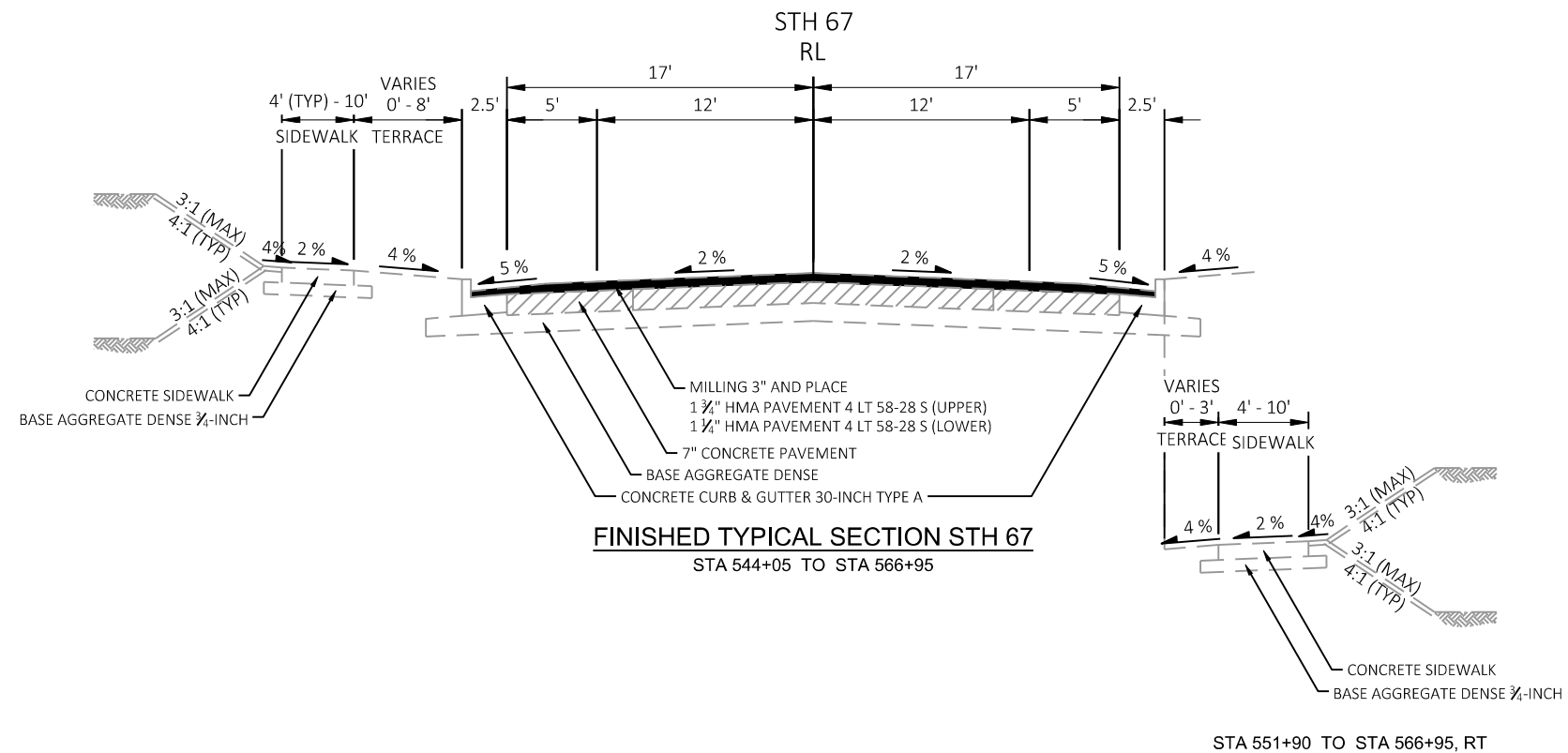
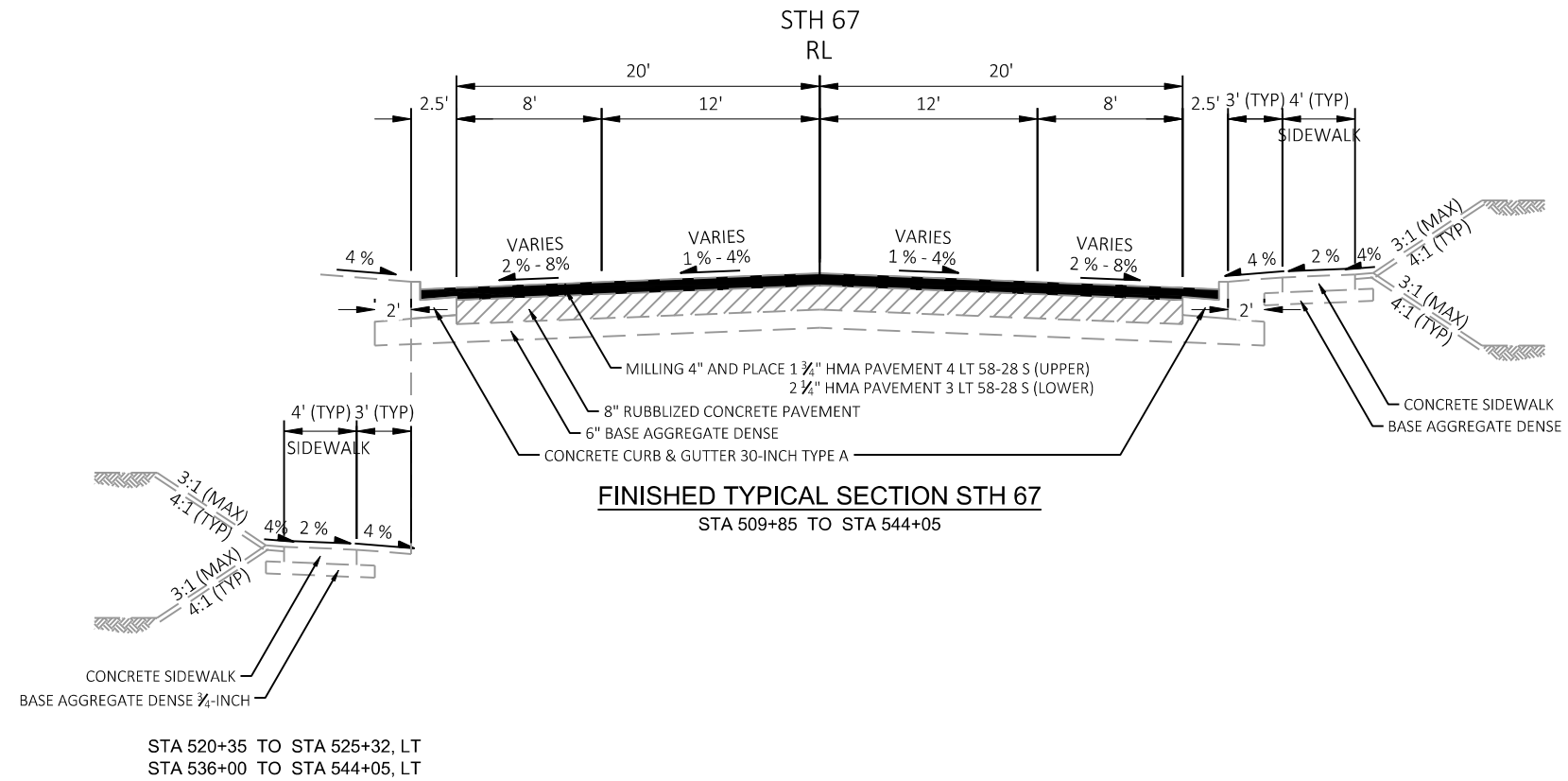


EXISTING TYPICAL SECTION STH 67
STA 508+38 TO STA 509+85









PROJECT NO: 3325-08-70

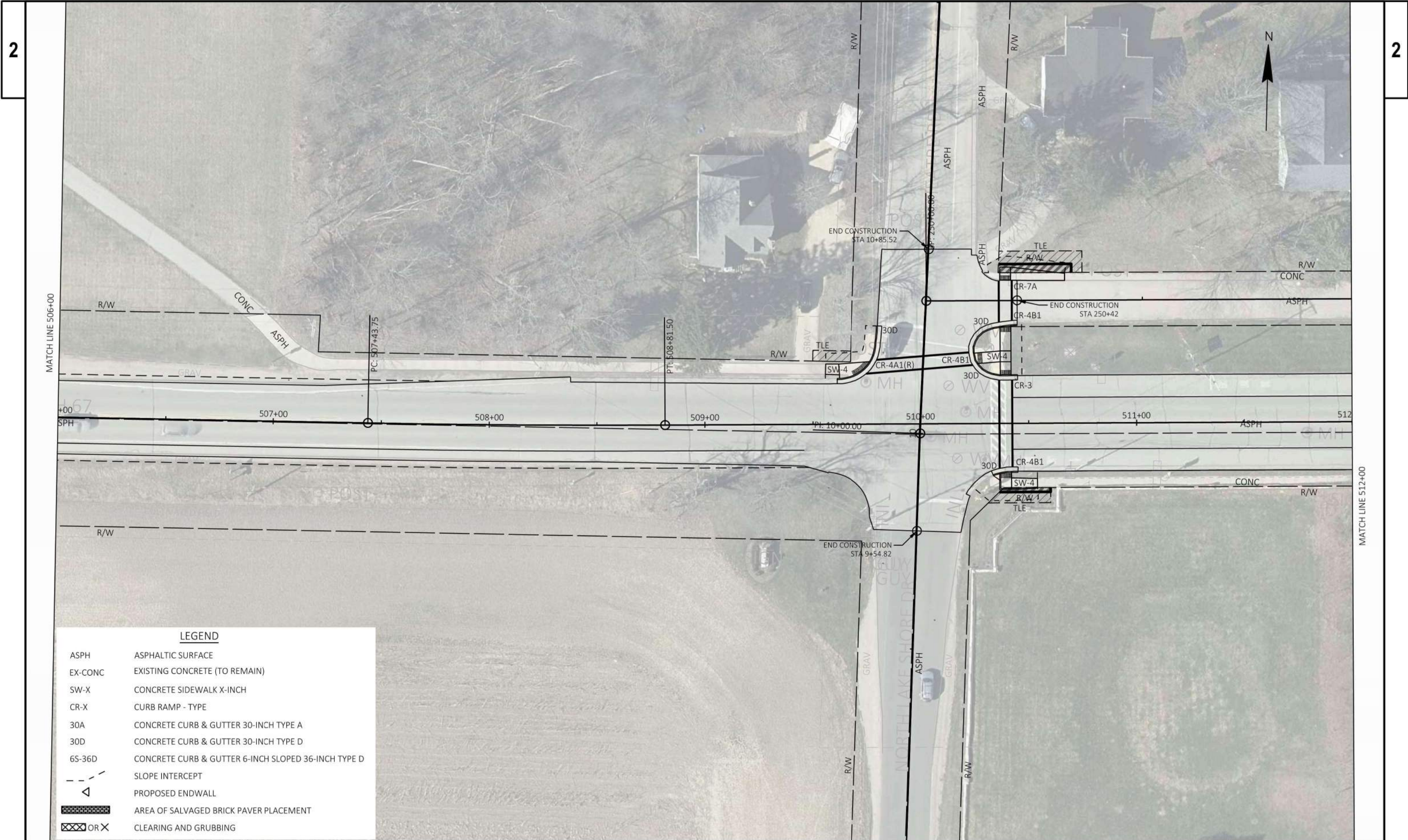
HWY: STH 67

COUNTY: WALWORTH

TYPICAL SECTIONS - STH 67

SHEET

PRE 15 E

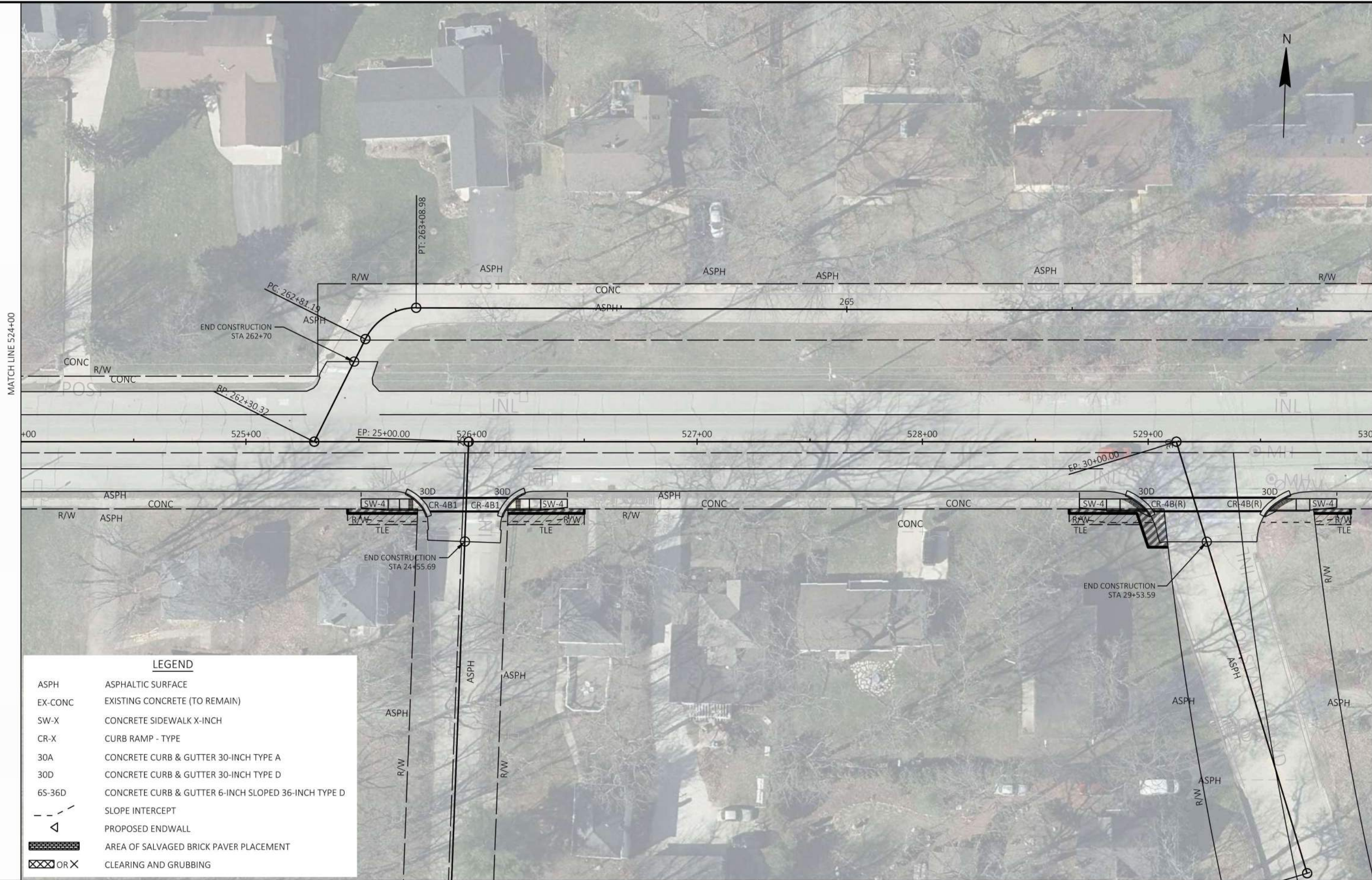


LEGEND

ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
▨	AREA OF SALVAGED BRICK PAVER PLACEMENT
⊗ OR ✕	CLEARING AND GRUBBING









PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET

PRE 63 E

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LAYOUT NAME: 021247-pd

PLOT DATE: 1/4/2023 10:02 PM

PLOT BY: SENZ, LUKE

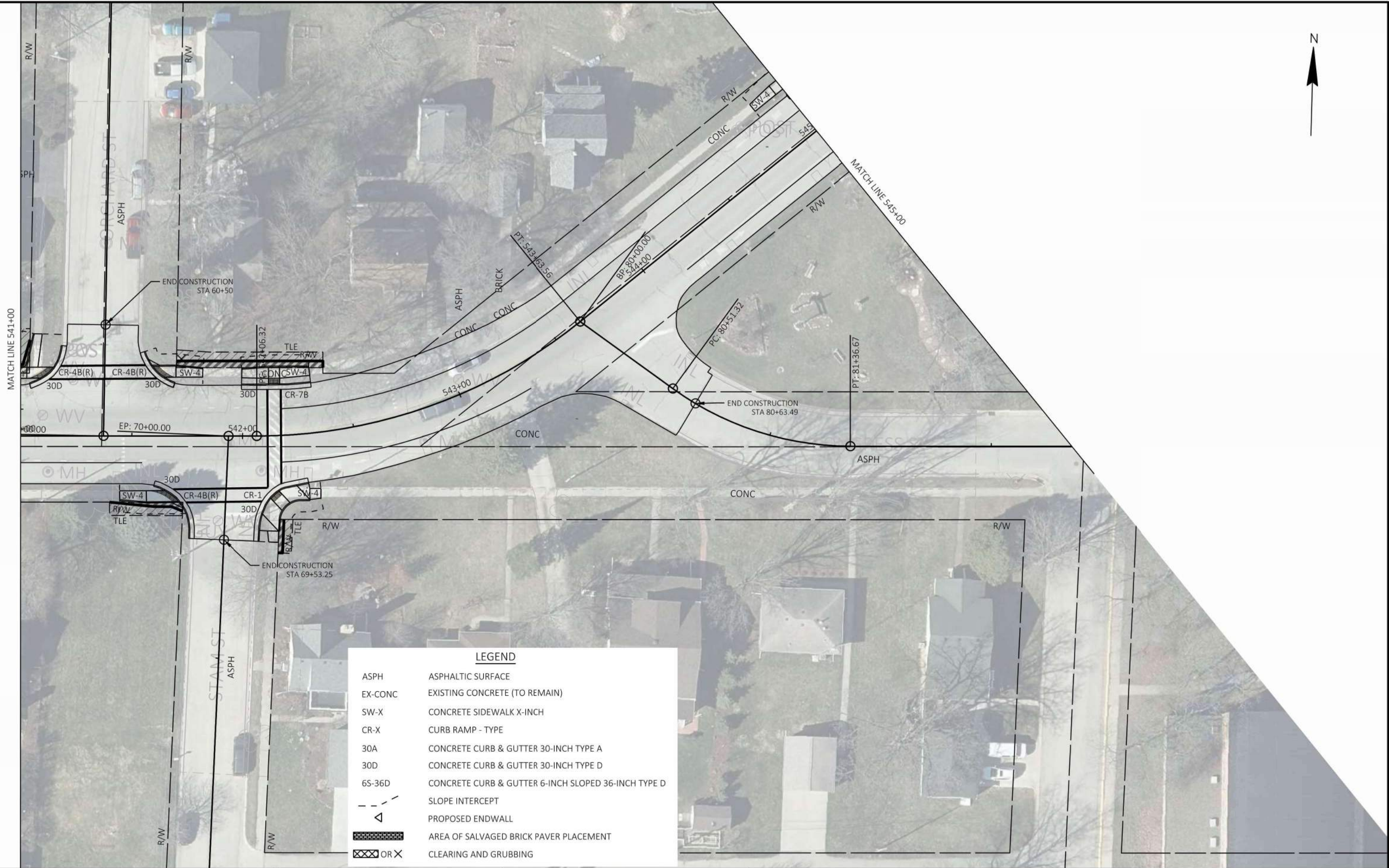
PLOT NAME:

PLOT SCALE: 1 IN=40 FT

WISDOT/CADD SHEET 42



LEGEND	
ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
△	PROPOSED ENDWALL
▨	AREA OF SALVAGED BRICK PAVER PLACEMENT
XXX OR X	CLEARING AND GRUBBING



LEGEND

ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
▨	AREA OF SALVAGED BRICK PAVER PLACEMENT
✕ OR ✕	CLEARING AND GRUBBING

PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 65 E

FILE NAME : N:\PDS\C3D\33250800\021201-PD.DWG
LAYOUT NAME - 021249-pd

PLOT DATE : 1/4/2023 10:04 PM

PLOT BY : SENZ, LUKE

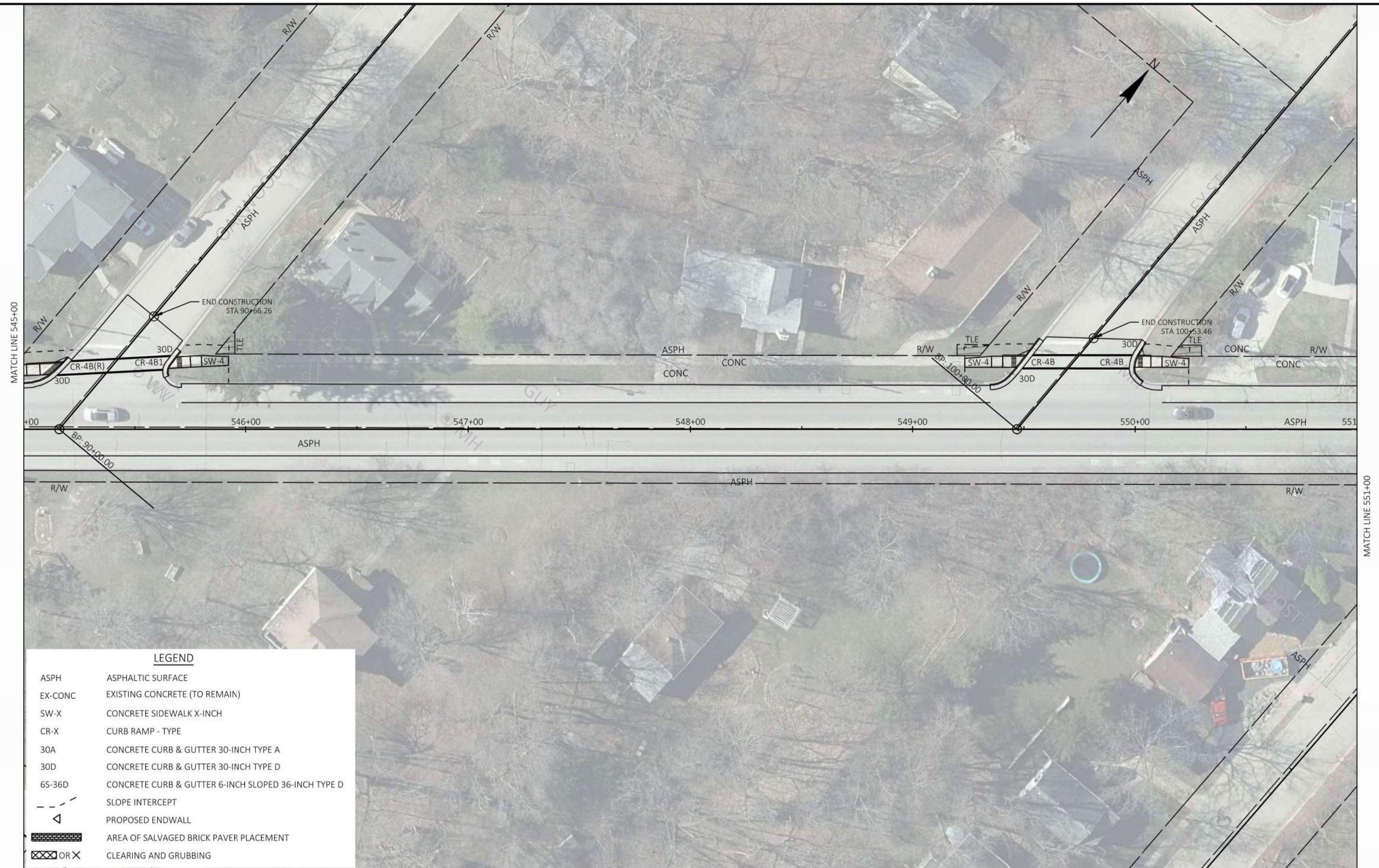
PLOT NAME :

PLOT SCALE : 1 IN=40 FT

WISDOT/CADD SHEET 42

2

2 |



<u>LEGEND</u>	
ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
	SLOPE INTERCEPT
	PROPOSED ENDWALL
	AREA OF SALVAGED BRICK PAVER PLACEMENT
 OR 	CLEARING AND GRUBBING

PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 66 E

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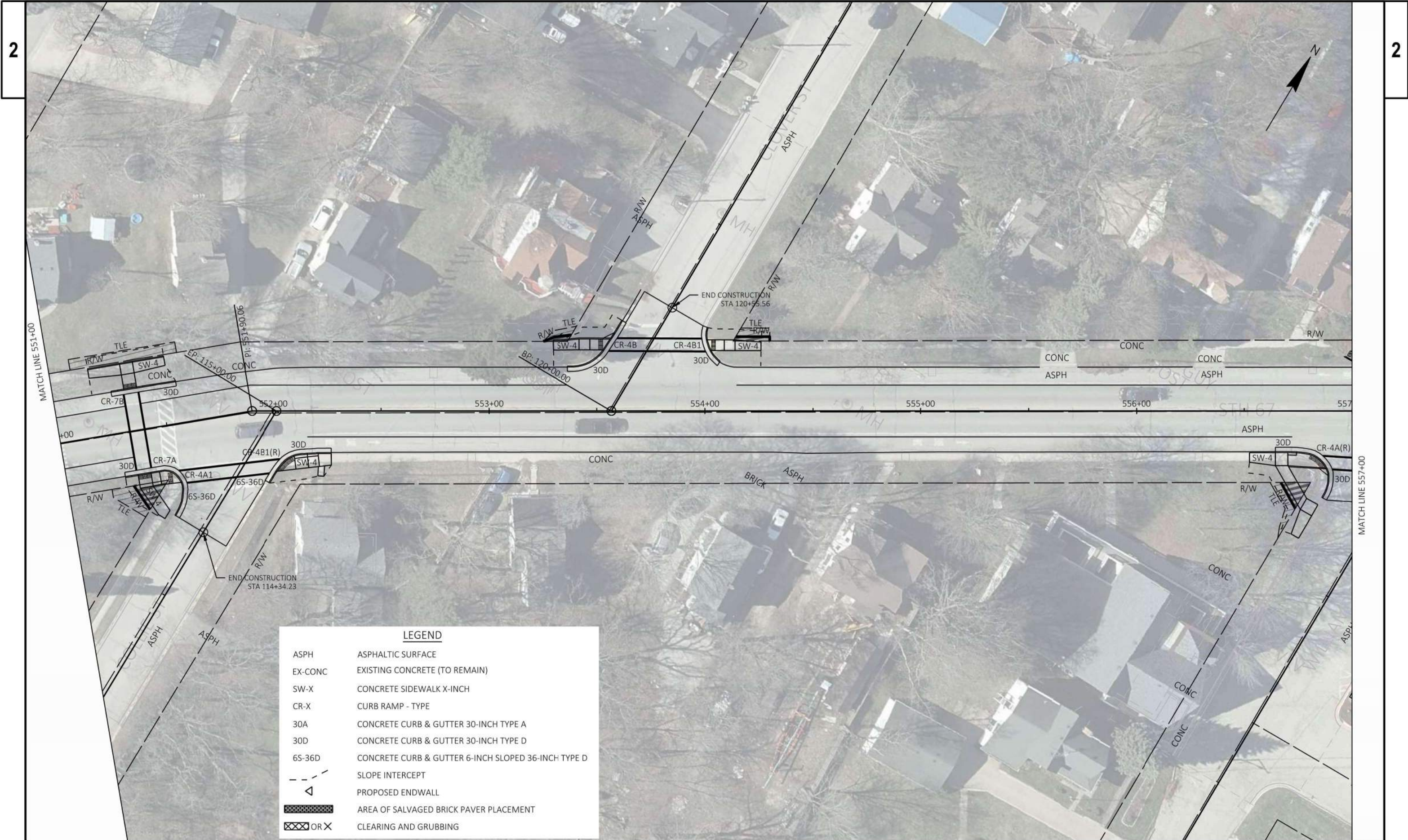
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PLOT BY : SENZ, LUKE

PLOT NAME :

PLOT SCALE : 1 IN:40 FT

WISDOT/CADDS SHEET 42





LEGEND

ASPH	ASPHALTIC SURFACE
EX-CONC	EXISTING CONCRETE (TO REMAIN)
SW-X	CONCRETE SIDEWALK X-INCH
CR-X	CURB RAMP - TYPE
30A	CONCRETE CURB & GUTTER 30-INCH TYPE A
30D	CONCRETE CURB & GUTTER 30-INCH TYPE D
6S-36D	CONCRETE CURB & GUTTER 6-INCH SLOPED 36-INCH TYPE D
- - -	SLOPE INTERCEPT
◁	PROPOSED ENDWALL
▨	AREA OF SALVAGED BRICK PAVER PLACEMENT
XXX OR X	CLEARING AND GRUBBING

PROJECT NO: 3325-08-70

HWY: STH 67

COUNTY: WALWORTH

PLAN DETAILS - STH 67

SHEET PRE 68 E

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LAYOUT NAME - 021252-pd

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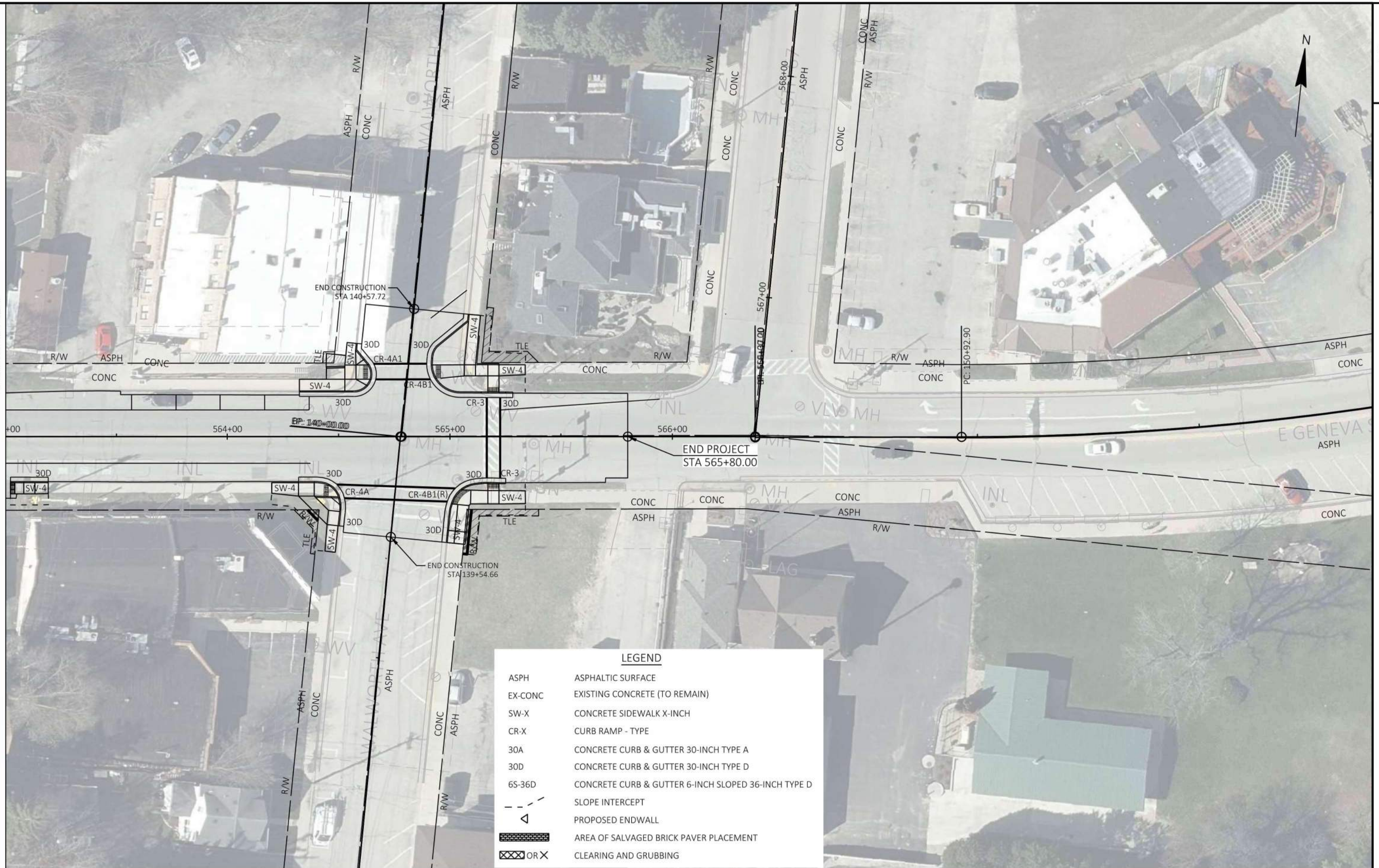
PLOT BY : SENZ, LUKE

PLOT NAME :

PLOT SCALE : 1 IN=40 FT

WISDOT/CADD SHEET 42

MATCH LINE 563+00.15



**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. 2023-R-__**

A RESOLUTION AUTHORIZING PROPOSAL FOR WATERPLANT FLOOD MAPPING

WHEREAS, the Village of Williams Bay is served by the Southeastern Wisconsin Regional Planning Commission (SEWRPC); and

WHEREAS, the Village of Williams Bay water plant is currently shown as being located with the Southwick Creek floodway/floodplain which negatively impacts the Village's water plant; and

WHEREAS, SEWRPC submitted the attached letter agreement (Agreement) to provide the following services: (1) update the floodplain mapping for \$28,000, (2) detailed hydrologic analysis for \$6,000, and (3) Federal Emergency Management Agency Letter of Map Amendment (LOMA) for \$8,000

WHEREAS, on May 10, 2023, the Village of Williams Bay Water & Sewer and Finance Committees determined that it is in the best interests of the Village and its residents to authorize approval of the Agreement at a cost not to exceed \$42,000, funded by water borrowed funds; and

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the recommended proposal.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, do hereby ordain as follows:

Section I: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

Section II: Approval. The President and Board of Trustees hereby approves the recommended proposal and authorizes an agreement, therefore.

Approved by the Village Board of the Village of Williams Bay this 15th day of May 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607

TELEPHONE (262) 547-6721
FAX (262) 547-1103

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WAUKESHA



May 9, 2023

Mr. David Lothspeich
Village Administrator
Village of Williams Bay
250 Williams St.
Williams Bay, WI 53191

Dear Mr. Lothspeich:

Based on the meeting on April 24, 2023, between the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the Village of Williams Bay, and the Village's consultant, Baxter & Woodman Consulting Engineers, the Village expressed the desire to update the floodplain mapping for Southwick Creek, which currently negatively impacts the Village's water treatment plant.

In accordance with Mr. Douglas Snyder's April 25, 2023, e-mail communication on behalf of the Village to Ms. Laura K. Herrick of SEWRPC staff, we have prepared this letter agreement between the Village and the Commission for the requested work at a not to exceed cost to the Village of \$28,000. A detailed breakdown of the project tasks, deliverables, and costs can be found in the enclosed Scope of Work. Please note that there is an option to request a more detailed hydrologic analysis at an additional cost to the Village of \$6,000 that can be exercised with an amendment to this agreement. The costs listed here do not include the FEMA Letter of Map Revision (LOMR) submittal cost of \$8,000, which will also be the Village's responsibility.

If this agreement is acceptable to you, please sign as indicated at the bottom of each of the two copies of this letter and return one of the signed copies to us.

We look forward to working with the Village to complete this study. Should you have any questions or comments concerning this matter, please do not hesitate to contact Ms. Laura K. Herrick directly at (262) 953-3224, or lherrick@sewrpc.org.

Sincerely,

A handwritten signature in dark ink that reads "Benjamin R. McKay". The signature is fluid and cursive, with a large loop at the end.

Benjamin R. McKay, AICP
Interim Executive Director

Mr. David Lothspeich
May 9, 2023
Page 2

Enclosure

#268086-2

cc: Mr. Douglas Snyder, P.E., Baxter & Woodman Consulting Engineers
Mr. Wayne Edwards, Village of Williams Bay

bcc: Elizabeth A. Larsen
Laura K. Herrick

ACCEPTED ON BEHALF OF
THE VILLAGE OF WILLIAMS BAY

David Lothspeich, Village Administrator
Village of Williams Bay

Date _____

SOUTHWICK CREEK FLOODPLAIN MAPPING PROJECT

SCOPE OF WORK MAY 2023

Project Description

The Southwick Creek (Creek) floodplain was originally modeled and delineated by Southeastern Wisconsin Regional Planning Commission (SEWRPC) staff in 1983. This 1983 work is still reflected in the current effective FEMA mapping for Southwick Creek. The Village of Williams Bay (Village) drinking water treatment plant was completed in 1985, and the floodplains were not updated at that time, so the plant is shown in the FEMA regulatory floodway for Southwick Creek. The Village of Williams Bay is requesting professional services to perform modeling work and develop updated floodplain mapping for Southwick Creek in the Village of Williams Bay (Map 1). Floodplain mapping will be updated for the entire length of Southwick Creek currently mapped by FEMA.

SEWRPC shall be responsible for providing the necessary engineering services in accordance with the Scope of Work defined herein. The Village shall be responsible for providing the required structure plan sets and survey data needed to complete the engineering services, timely comments on the draft floodplain maps, and the \$8,000 FEMA submittal fee.

Project Tasks and Deliverables - SEWRPC

- Project Management
 - Provide invoices and progress reports
 - Provide regular communication with the Village project manager and as requested
- Hydrologic Analysis
 - Determine flood flows for the 10-, 4-, 2-, 1-, and 0.2-percent annual probability flood events computed from the 2023 U.S. Geological Survey regression equations developed for unregulated streams in Wisconsin
 - Optional – at the request of the Village, develop a HEC-HMS model for the Southwick Creek watershed to determine flood flows for the 10-, 4-, 2-, 1-, and 0.2-percent annual probability flood events
- Hydraulics Analysis
 - Develop a HEC-RAS model for Southwick Creek for the 10-, 4-, 2-, 1-, and 0.2-percent annual probability flood events
 - Develop a SWMM model for the upstream long enclosure to determine the hydraulic pipe capacity
 - Utilize the latest terrain information based on LIDAR to develop Creek channel cross sections and floodplains
 - Utilize structural plan sets and survey information provided by the Village
- Floodplain Mapping
 - Develop draft digital floodplain mapping for the 1- and 0.2-percent annual probability flood events and provide to the Village for review
 - Incorporate Village comments and finalize the models and mapping for Letter of Map Revision (LOMR) submittal
- LOMR Submittals
 - Prepare LOMR submittal packages for the Wisconsin Department of Natural Resources (WDNR) and FEMA
 - Submit LOMR request to WDNR for review and address WDNR comments
 - Submit LOMR request to FEMA for review and address FEMA comments

Project Responsibilities – Village

- Project Management
 - Provide payment for invoices within 30 days of receipt
- Hydraulic structure data
 - Provide survey or plan set data for the mouth and the nine (9) hydraulic structures along Southwick Creek listed below. The locations are also included on Map 1. Data needed includes upstream and downstream invert elevations at the structure and culvert or bridge opening dimensions (i.e. diameter, width, depth, low chord elevation). Also provide the vertical datum information (NGVD29 or NAVD88) for survey data.
 - Mouth – if sediment is to be removed at the mouth of the Creek, provide a cross section at the mouth or at the nearby pedestrian bridge once it is clear.
 - 2 pedestrian bridges as shown
 - E. Geneva Street
 - 3 driveway crossings
 - 2 long enclosures as shown
 - STH 67
- FEMA LOMR submittal fee of \$8,000

Schedule and Cost

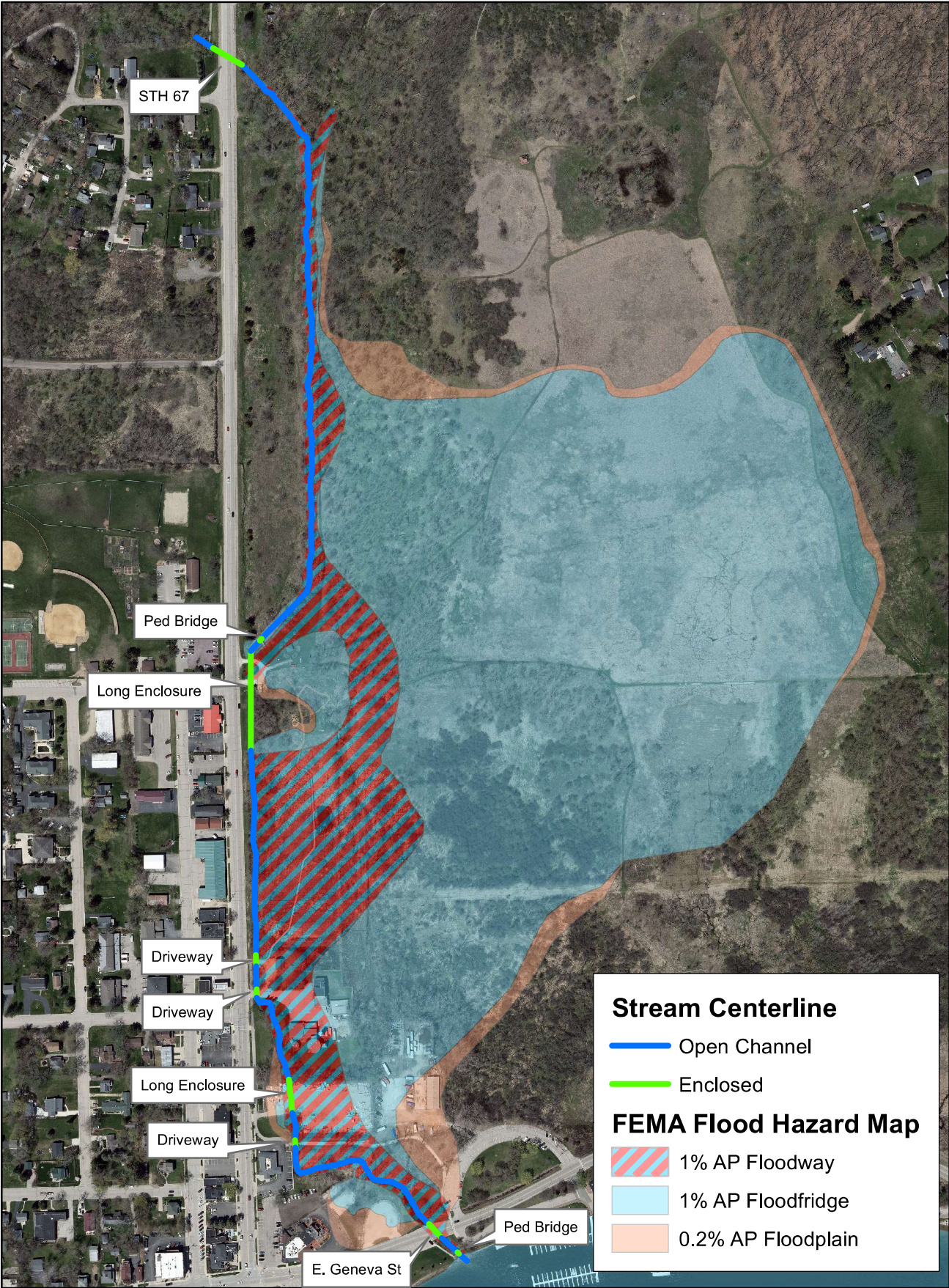
Based on a contract starting date of June 2023, it is proposed that the Southwick Creek preliminary floodplain mapping effort be completed by December 2023, and then the LOMR submittal to WDNR in early 2024. It is proposed that the base effort will be done at a not to exceed cost of \$35,000. The Village would contribute \$28,000 and SEWRPC would contribute \$7,000 to complete the base effort.

The Village requested to include an option to complete new hydrologic modeling. The additional cost to the Village to complete that work, upon request and as an amendment to the contract, would be \$6,000.

It is also proposed that this be a lump sum contract, with a payment of \$20,000 made when the preliminary mapping is completed through the Village review and a payment of \$8,000 when the LOMR process is completed through FEMA review and acceptance. If the optional work is requested, the initial payment would rise to \$26,000.

#268087
ZL/LKH/EAL/BRM/ac
5/9/23

Map 1 - Southwick Creek Centerline and Floodplain





MEMORANDUM

DATE: MAY 1, 2023
TO: FINANCE & PERSONNEL COMMITTEE
FROM: LORI PETERNELL, VILLAGE TREASURER
RE: APRIL TREASURER REPORT

2022 Audit

Dave, Lowell and I met with the auditor to review the 2022 draft financial statements. Discussion was held regarding the \$498K of Village debt service fund that has been on the books for many years and predates the current Treasurer. The auditor recommends utilizing it to make for a 2023 principal and interest payment. By doing this, a 2023 budget amendment will need to be done to reduce the levy amount for debt service and those levy funds can be utilized for a project authorized by the Village Board. This would be a one-time event and will not affect how the levy limit is calculated in the following years.

Another topic of discussion was to create a separate fund to track the EMS costs so that it provides greater transparency in tracking the referendum levy amount and the yearly expenses.

The draft audit will be presented at the June 5th Village Board meeting.

Other activities

- Working with the Building Inspector to review open building permits and closing out any that have had final inspections. Also working on making sure that all permits include the total valuation cost as this is used by the assessor.
- Was notified by Safebuilt of unpaid invoices from 2022 that weren't received. Processed the invoices and worked with Safebuilt to make sure invoices are being sent directly to the Treasurer to avoid missed invoices.
- Assessor RFP has been completed and a recommendation is being made to the F&P Committee for Board approval on May 15th.
- Working with Administrator to start drafting a Financial Policy Manual.
- Working with Baird to start Capital Improvement Plan.
- ARPA Deadline update: Funds are not required to be obligated until December 31, 2024 and jurisdictions have until December 31, 2026 to fully expend the funds.

April Bank Account Balances

See Attached

As of date:	5/9/2023								
TOTAL FUNDS RECEIVED									\$12,135,000.00
Levy Supported Projects									\$3,735,000.00
	<u>Estimated amount used for borrowing</u>	<u>Committee approved date of project</u>	<u>VB approved date of project</u>	<u>Bid opening date (if applicable)</u>	<u>Bid/proposal amount</u>	<u>Signed contract/proposal on file (Y/N)</u>	<u>Project start date</u>	<u>Project end date</u>	<u>Total Project cost</u>
Streets Department Projects									
Lakewood Trails Subdivision Paving	\$300,000.00								\$0.00
Observatory Place paving	\$300,000.00								\$0.00
Walworth Ave paving	\$300,000.00								\$0.00
State Road 67 reconstruction	\$500,000.00								\$1,295.63
Geneva St/Parking lots/bridge	\$1,035,000.00								\$0.00
Parks Department Projects									
Theatre Rd Baseball Fence	\$15,000.00	8/10/2022	8/24/2022	N/A	\$13,530.00	Y			\$13,530.00
Restrooms/Concessions Theatre Rd	\$100,000.00								\$0.00
Upgrades to Theatre Rd baseball fields	\$25,000.00								\$0.00
Tennis/Basketball Courts	\$250,000.00								\$0.00
Remove Lions Field Tennis/Basketball Courts	\$30,000.00				\$23,250.00				\$0.00
Lions Field House updating with storage	\$100,000.00								\$0.00
Playgrounds (3)	\$200,000.00								\$0.00
Baywood Heights				N/A	\$42,023.00	Y		May-23	
Lion's Field				N/A	\$78,619.00	Y		May-23	
Edgewater Park									
Beach/Lakefront Projects									
Beach Cleaner	\$75,000.00	12/14/2022	12/19/2022	N/A	\$29,354.00	N/A	N/A		\$29,354.00
Utility Tractor **		12/14/2022	12/19/2022	N/A	\$34,406.58	N/A	N/A		
Southwick Creek Dredging	\$166,978.21								\$5,878.21
General Government IT Projects									
Village Server and IT Upgrades (11) desktops & (2) laptops & Server	\$20,000.00		12/19/2022	N/A	\$15,765.70	Y	N/A	Apr-23	\$17,356.38
Laserfiche Software	\$10,000.00	1/11/2023	1/16/2023	N/A	\$9,993.00	N-NEED GF COPY			\$0.00
Police Department Projects									
New Police Squad (292)	\$65,000.00								\$19,215.21
New Police Squad (294)	\$65,000.00								\$0.00
Squad Computers	\$15,000.00								\$0.00
Axon Fleet Vehicle Cameras (3)	\$45,000.00								\$0.00
Emergency Management Projects									
Emergency Management Vehicle	\$85,000.00	8/15/2022	8/15/2022	N/A	\$80,000.00				\$2,246.31
Fire & Rescue Projects									
Fire and EMS Equipment (Tanker and Ambulance)	\$200,000.00	11/16/2022	11/21/2022	N/A	\$198,980.00	Y	N/A	Took delivery 03/2023	\$109,975.00
REMAINING LEVY SUPPORTED FUNDS									\$3,536,149.26
Water Utility Supported Projects									\$5,600,000.00
	<u>Estimated amount used for borrowing</u>	<u>Committee approved date of project</u>	<u>VB approved date of project</u>	<u>Bid opening date (if applicable)</u>	<u>Bid/proposal amount</u>	<u>Signed contract/proposal on file (Y/N)</u>	<u>Project start date</u>	<u>Project end date</u>	<u>Total Project cost</u>
Water Capital Projects									
Reactor Cleaning and Painting	\$200,000.00								\$5,010.00
State Road 67 Water replacement	\$1,000,000.00								\$320,217.30
Loch Vista Water Main	\$1,100,000.00								\$0.00
Chlorination Improvements	\$2,800,000.00								\$48,808.27
Southwick Creek Realignment	\$500,000.00								\$528.75
REMAINING WATER UTILITY SUPPORTED FUNDS									\$5,225,435.68

Sewer Utility Supported Projects									\$2,800,000.00
	<u>Estimated amount used for borrowing</u>	<u>Committee approved date of project</u>	<u>VB approved date of project</u>	<u>Bid opening date (if applicable)</u>	<u>Bid/proposal amount</u>	<u>Signed contract/proposal on file (Y/N)</u>	<u>Project start date</u>	<u>Project end date</u>	<u>Total Project cost</u>
Sewer Captial Projects									
Mainline repairs associated with televising	\$200,000.00								\$0.00
State Road 67 Sewer replacement	\$600,000.00								\$83,184.86
Harris Road Lift station upgrade	\$1,000,000.00								\$18,432.50
Harris Road Force Main	\$1,000,000.00								\$0.00
REMAINING SEWER SUPPORTED PROJECTS									\$2,698,382.64
REMAINING FUNDS (ALL PROJECTS)									\$11,459,967.58