



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

NOTICE

COMMITTEE MEETINGS

WEDNESDAY, APRIL 14, 2021 AT 6:30 PM

VIA ZOOM WEBINAR

INTERACT FROM A COMPUTER BY GOING TO: <https://zoom.us/j/99725096957>

LISTEN-IN FROM A PHONE BY DIALING: 888-475-4499 | MEETING ID: 9972 509 6957

AGENDA

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

- I. Streets & Highways Committee – McMannamy, Umans, Vlach**
 - a. Call to Order
 - b. Roll Call
 - c. Streets & Highways Committee Meeting Minutes of 03-10-2021
 - d. Norman B. Barr Camp Road Replacement
 - e. Adjourn
- II. Protective Services Committee – Vlach, McMannamy, D'Alessandro**
 - a. Call to Order
 - b. Roll Call
 - c. Protective Services Committee Meeting Minutes of 03-10-2021
 - d. Police Chief's Report
 - e. Monthly Reports
 - f. Adjourn
- III. Building, Zoning & Ordinance Committee – Wright, Umans, Parker**
 - a. Call to Order
 - b. Roll Call
 - c. Building, Zoning & Ordinance Committee Meeting Minutes of 03-10-2021
 - d. Resolution R-5-21 Amending Fee Schedule to add kayak and paddleboard rental fees and Tourist Rooming House Permit
 - e. Resolution R-6-21 Amending Fee Schedule for permit fees
 - f. Code Enforcement Contract
 - g. Appointment of Village Administrator
 - h. Adjourn

IV. Water & Sewer Committee – Umans, Parker, Vlach

- a. Call to Order
- b. Roll Call
- c. Water & Sewer Committee Meeting Minutes of 03-10-2021
- d. Water & Sewer Committee Meeting Minutes of 03-31-2021
- e. Commercial & Residential Cross Connection Inspection Contract
- f. Adjourn

V. Parks & Lakefront Committee – D'Alessandro, McMannamy, Wright

- a. Call to Order
- b. Roll Call
- c. Parks & Lakefront Committee Meeting Minutes of 03-10-2021
- d. Parks & Lakefront Committee Meeting Minutes of 04-12-2021
- e. 2021 Beach rules discussion
- f. Pier Slip Request John & Sharon Widell
- g. Fireworks display
- h. Dog Park Install
- i. Skate Board Park Request
- j. Adjourn

VI. Finance & Personnel Committee – Parker, D'Alessandro, Wright

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes of 03-10-2021
- d. Finance & Personnel Committee Meeting Minutes of 03-31-2021
- e. Approve Beach & Launch Attendant wages
- f. Hiring of Beach/Launch Attendant(s)
- g. Code Enforcement Contract
- h. Commercial & Residential Cross Connection Inspection Contract
- i. 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: 04/13/2021 5:00 PM



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UNOFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE MONDAY, MARCH 10, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Trustee Umans at 8:08pm.

Roll Call

Trustees Vlach and Umans

Excused: Trustee McMannamy

Also Present: President Duncan, Trustees D'Alessandro, Parker, Wright, Interim Administrator Bretl, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Police Lieutenant Kostock and Recreation Director Rowland.

Meeting Minutes

Vlach/Umans motion to approve meeting minutes of February 10, 2021. Unanimously carried.

Culvert Installation – 7 Cedar Point Drive

Snyder stated that the culvert installation has been completed and final lien waivers have been received. Snyder recommends that the Village accept the culvert installation and release the guarantee to the Developer. Umans/Vlach motion to recommend Village Board approval of the culvert installation at 7 Cedar Point Drive and return of the guarantee to the Developer. Unanimously carried.

Public Works Update

Edwards provided a brief update on some Public Works operations. He stated that this is the first year of using brine and has not experienced any adverse problems and will continue to learn and refine the process. Payne & Dolan will be starting May 1st for some repaving projects.

Adjourn

Umans/Vlach motion to adjourn at 8:13pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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



S84W18645 Enterprise Drive
Muskego, WI 53150

office 262.679.3388 fax 262.679.3335
www.meritasphalt.com

QUALITY
INTEGRITY
EXPERIENCE

Purchaser Norman B. Barr Camp		Contact Tim Hanafee	Project Address Outing Street
Address 483 Outing Street		Address	City, State and Zip Code Williams Bay, WI 53191
City, State and Zip Code Williams Bay, WI 53191		City, State and Zip Code	Project Manager Dean Mitchell
Phone/Email		Phone/Email (303) 641-7068	Date April 1, 2021
OFFICE USE	Priv Lines ☐ Yes Diggers ☐ Yes	Diggers #	Relocate#

Merit Asphalt, LLC. hereby offers to supply the following materials and labor:

Approximately 4,613 Square Feet
Remove and Replace Roadway

1. Sawcut and remove approximately 4,613 sq. ft. of asphalt from site.
2. Excavate and install 8" crushed stone base (approx. 1,310 sq. ft./approx. 64 tons of stone).
3. Furnish and install 21 tons of crushed stone for finish grading.
4. Grade and shape for proper drainage.
5. Compact base with vibratory base roller.
6. Machine lay hot mix asphalt to a compacted thickness of 4" in two lifts (Binder Lift 2 ½" - **LT-3**/ Wear Lift 1 ½" - **LT-5**).
7. Apply tack coat (glue) between each lift of new pavement to prevent delamination and shoving.

Notes:

- Any changes or modifications to project will be subject to proposal revision.
- Proposal assumes adequate and structurally sound stone base is present under existing asphalt. If additional undercutting is necessary (beyond the 1,310 sq. ft. / 64 tons described above), the charge to replace each ton of unsuitable base with one ton of stone will be \$48.00.
- Includes private lines locate.
- Finish landscaping/landscape restoration to be completed by others.
- Work to be performed in 1 mobilization.
- Unless mentioned above this proposal **EXCLUDES:** Municipal authorizations or permits, field inspections, construction and/or materials testing; earthwork for subgrade preparation, removal of existing items, cold weather construction provisions, remediation of unstable base or subgrade, paving fabric, glass grid or geotextile supply/ installation, under drain construction, concrete removal or replacement, adjustment of manhole and/or water valve box, or restoration of lawn areas, traffic or pedestrian control, concrete wheel stop handling/ supply/ installation of shoulders, signage and pavement markings.
- The materials and services included in this proposal are subject to volatile market forces. If this proposal is not accepted and returned within 15 days from the date of this proposal and if the work is not completed by June 30, 2021. Merit Asphalt, LLC. reserves the right to cancel the agreement for any reason prior to commencement of work.

We Propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:
Twenty One Thousand Nine Hundred Sixty Eight and NO/00-----dollars (\$21,968.00).

Payment to be made as follows: **Payment due within 10 days of job completion.**

All materials guaranteed to be as specified. All work to be completed in a workmanlike manner. No additional work will be started without owner's authorization. All agreements contingent upon weather, accidents or delays beyond our control. Buyer represents that he or she is in fact the legal owner of premises on which labor and material are to be performed. All workers are covered by Workman's Compensation Ins. Not responsible for deflection in asphalt of less than ½". Soil conditions (such as the presence of clay and sand), freeze/thaw cycles and fluctuations in both soil moisture and temperature may cause cracking. The property owner acknowledges that the risk of cracking is inherent in all asphalt pavements and that it is impossible to guarantee against it.

Authorized Signature:

*This Proposal may be withdrawn if not accepted within **30** days.*

Acceptance of Proposal - I have read this two page contract, consisting of this page and the reverse side of this page and I understand it. The above prices, specifications and conditions described on both sides of this contract are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above. Any payment processed by credit card will be charged a 3% fee. I understand that Merit Asphalt, LLC. is not responsible for any wires, pipes, etc. not marked by owner or hotline. I have received a copy of this contract.

Date of Acceptance: _____ Signature: _____



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QUALITY
INTEGRITY
EXPERIENCE

Purchaser Norman B Barr Camp		Contact Tim Hanafee	Project Address 24 Outing Street
Address 483 Outing Street		Address	City, State and Zip Code Williams Bay, WI 53191
City, State and Zip Code Williams Bay, WI 53191		City, State and Zip Code	Project Manager Dean Mitchell
Phone/Email		Phone/Email (303) 641-7068	Date April 1, 2021
OFFICE USE	Priv Lines ☐ Yes Diggers ☐ Yes	Diggers #	Relocate#

Merit Asphalt, LLC. hereby offers to supply the following materials and labor:

Approximately 1,990 Square Feet
Remove and Replace Driveway to Parking Area

1. Sawcut and remove approximately 1,990 sq. ft. of asphalt from site.
2. Excavate and install 6" crushed stone base (approx. 1,710 sq. ft./approx. 63 tons of stone).
3. Furnish and install 5 tons of crushed stone for finish grading.
4. Grade and shape for proper drainage.
5. Compact base with vibratory base roller.
6. Machine lay hot mix asphalt to a compacted thickness of 3".

Notes:

- Any changes or modifications to project will be subject to proposal revision.
- Proposal only valid with accepted roadway proposal.
- Proposal assumes adequate and structurally sound stone base is present under existing asphalt. If additional undercutting is necessary (beyond the 1,710 sq. ft. / 63 tons described above), the charge to replace each ton of unsuitable base with one ton of stone will be \$48.00.
- Finish landscaping/landscape restoration to be completed by others.
- Work to be performed in 1 mobilization.
- Unless mentioned above this proposal **EXCLUDES:** Municipal authorizations or permits, field inspections, construction and/or materials testing; earthwork for subgrade preparation, removal of existing items, cold weather construction provisions, remediation of unstable base or subgrade, paving fabric, glass grid or geotextile supply/ installation, under drain construction, concrete removal or replacement, adjustment of manhole and/or water valve box, or restoration of lawn areas, traffic or pedestrian control, concrete wheel stop handling/ supply/ installation of shoulders, signage and pavement markings.
- The materials and services included in this proposal are subject to volatile market forces. If this proposal is not accepted and returned within 15 days from the date of this proposal and if the work is not completed by June 30, 2021. Merit Asphalt, LLC. reserves the right to cancel the agreement for any reason prior to commencement of work.

We Propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of: Seven Thousand Six Hundred Ninety Three and NO/00-----dollars (\$7,693.00).	
Payment to be made as follows: <u>Payment due within 15 days of job completion.</u>	
All materials guaranteed to be as specified. All work to be completed in a workmanlike manner. No additional work will be started without owner's authorization. All agreements contingent upon weather, accidents or delays beyond our control. Buyer represents that he or she is in fact the legal owner of premises on which labor and material are to be performed. All workers are covered by Workman's Compensation Ins. Not responsible for deflection in asphalt of less than 1/4". Soil conditions (such as the presence of clay and sand), freeze/thaw cycles and fluctuations in both soil moisture and temperature may cause cracking. The property owner acknowledges that the risk of cracking is inherent in all asphalt pavements and that it is impossible to guarantee against it.	
Authorized Signature: _____	<i>This Proposal may be withdrawn if not accepted within 30 days.</i>

Acceptance of Proposal - I have read this two page contract, consisting of this page and the reverse side of this page and I understand it. The above prices, specifications and conditions described on both sides of this contract are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above. Any payment processed by credit card will be charged a 3% fee. I understand that Merit Asphalt, LLC. is not responsible for any wires, pipes, etc. not marked by owner or hotline. I have received a copy of this contract.

Date of Acceptance: _____ Signature: _____



Untitled Map

Write a description for your map.

Legend

WORK SITE AREAS

Outing

Driveway

Google Earth

© 2018 Google

100 ft





VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE MONDAY, MARCH 10, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Vlach at 8:30pm

Roll Call

Trustees Vlach and D'Alessandro

Excused: Trustee McMannamy

Also Present: President Duncan, Trustees Parker, Umans, Wright, Interim Administrator Bretl, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Police Lieutenant Kostock and Recreation Director Rowland.

Meeting Minutes

D'Alessandro/Vlach motion to approve meeting minutes of February 10, 2021 and February 22, 2021. Unanimously carried.

Renewal of the School Resource Officer agreement

Vlach stated that the contract has an autorenewal clause and stated that both parties have stated that the contract is working well and no changes are being recommended. D'Alessandro/Vlach motion to recommend Village Board approval of renewing the School Resource Officer agreement. Unanimously carried.

Monthly Police Report

Chief Timm presented the monthly report and answered any questions.

Police Chief's Report

Chief Timm provided an update on current activities including the upcoming virtual Easter Egg on April 3rd, the new PT Administrative Assistant started in January and has been a great addition to the Department. Officer Borgen has been working with Officer Erickson on the transition of change in the SRO next school year.

Adjourn

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

/s/ Lori Peternell, Village Treasurer

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UNOFFICIAL MINUTES BUILDING, ZONING AND ORDINANCE COMMITTEE MONDAY, MARCH 10, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Wright at 9:03pm

Roll Call

Trustees Wright, Parker and Umans.

Also Present: President Duncan, Trustee D'Alessandro and Vlach, Interim Administrator Bretl, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Police Lieutenant Kostock, and Recreation Director Rowland.

Meeting Minutes

Umans/Parker motion to approve the meeting minutes from February 10, 2021. Unanimously carried.

Appointment of Village Officials

Discussion was held appointment terms as defined in the Village's ordinance. Bretl stated that one-year appointments are unusual and recommended looking at other different options. It was the consensus of the Committee to have Interim Administrator Bretl to review term limits and appointment process with the Village Attorney.

Adjourn

Umans/Parker motion to adjourn at 9:30pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the BZO Committee



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RESOLUTION R-5-21

A RESOLUTION AMENDING THE FEE SCHEDULE TO INCLUDE RENTAL FEES FOR KAYAK AND PADDLEBOARDS AND TOURIST ROOMING HOUSE PERMITS

WHEREAS, the Village of Williams Bay Village Board, Walworth County, State of Wisconsin has determined that it is prudent that fees be reviewed for cost effectiveness; and,

WHEREAS, the Village of Williams Bay desires to not reference specific dollar amounts within the Village Ordinances and instead, will provide a Resolution setting fees for passage; and,

THEREFORE BE IT RESOLVED that the Village of Williams Bay, Walworth County, Wisconsin by this resolution approves amendment to the fee schedule as defined in the attached Exhibit A.

Approved by the Village Board of the Village of Williams Bay this ____ day of _____, 2021.

VILLAGE OF WILLIAMS BAY

By: _____

William Duncan, President

Attest: _____

Jackelyn Pankau, Clerk

Resolution R-5-21 Exhibit A

Fees are changed by resolution of the Village Board of the Village of Williams Bay.		
Description	Fee	Chapter Reference
Tourist Rooming House Permit	\$225	2
Kayak and Paddleboard rental fees		
<u>Resident Rates</u>		
Kayak Tandem - 1 hour	\$15	N/A
Kayak Tandem - 2 hours	\$35	N/A
Kayak Tandem - 4 hours	\$50	N/A
Kayak Tandem - Day	\$85	N/A
Kayak Single - 1 hour	\$10	N/A
Kayak Single - 2 hours	\$20	N/A
Kayak Single - 4 hours	\$40	N/A
Kayak Single - Day	\$75	N/A
Stand Up Paddle Board - 1 hour	\$10	N/A
Stand Up Paddle Board - 2 hours	\$20	N/A
Stand Up Paddle Board - 4 hours	\$40	N/A
Stand Up Paddle Board - Day	\$75	N/A
<u>Non- Resident Rates</u>		
Kayak Tandem - 1 hour	\$25	N/A
Kayak Tandem - 2 hours	\$50	N/A
Kayak Tandem - 4 hours	\$75	N/A
Kayak Tandem - Day	\$125	N/A
Kayak Single - 1 hour	\$20	N/A
Kayak Single - 2 hours	\$35	N/A
Kayak Single - 4 hours	\$50	N/A
Kayak Single - Day	\$100	N/A
Stand Up Paddle Board - 1 hour	\$20	N/A
Stand Up Paddle Board - 2 hours	\$35	N/A
Stand Up Paddle Board - 4 hours	\$50	N/A
Stand Up Paddle Board - Day	\$100	N/A



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RESOLUTION R-6-21

A RESOLUTION ADOPTING SCHEDULE OF PERMIT FEES

WHEREAS, the Village of Williams Bay Village Board, Walworth County, State of Wisconsin has determined that it is prudent that fees be reviewed for cost effectiveness; and,

WHEREAS, the Village of Williams Bay desires to not reference specific dollar amounts within the Village Ordinances and instead, will provide a Resolution setting fees for passage; and,

THEREFORE BE IT RESOLVED that the Village of Williams Bay, Walworth County, Wisconsin by this resolution approves amendment to the fee schedule as defined in the attached Exhibit A.

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2021.

VILLAGE OF WILLIAMS BAY

By: _____

William Duncan, President

Attest: _____

Jackelyn Pankau, Clerk

Resolution R-6-21

Building Permit and Inspection Fees

Exhibit A

Item	Fee
RESIDENTIAL BUILDING (1 and 2 FAMILY)	
	Minimum \$50.00
1. New Construction	\$0.28 per square ft.
2. Additions	\$0.28 per square foot
3. Remodels, repairs, alterations	\$75 per inspection, Number of inspections determined by scope of work
4. Accessory Structures	\$0.22 per square foot
5. Decks	\$100
6. Pools, above ground	\$100
7. Pools, in ground	\$125
8. Siding	\$60
9. Re-roof	\$60
10. Re-inspection	\$75 per inspection
11. Early start permit	\$150
12. Occupancy Permit	\$75 per unit, addition, or accessory building
13. Temporary Occupancy Permit	\$80 per unit
14. WI UDC Decal	Per State Requirements (currently \$36)
15. Raze/Demolition	\$100 plus \$0.06 per square foot (may be waived if condemned)
16. Moving of buildings	\$175 plus \$0.06 per square foot
17. Permit to begin construction of footings and foundations	\$160
18. All other buildings where square footage cannot be determined	\$9.00 per \$1,000 valuation
COMMERCIAL BUILDINGS – ALL NON-RESIDENTIAL AND MULTI-FAMILY RESIDENTIAL	
1, New Construction	New Residential: \$0.28 per square foot New Business: \$0.26 per square foot New Manufacturing/industrial: \$0.21 per square foot
2. New Construction, Agricultural	\$0.22 per square foot
3. Additions	\$0.26 per square foot
4. Remodel (Levels 1 and 2) Up to \$10,000 cost)	\$75 per inspection – number of inspections determined by scope of work
5. Remodel (Level 3)	New Construction Rates
6. Re-roof	\$100
7. Re-inspection	\$75 per inspection
8. Early start permit	\$210
9. Occupancy Permit	Commercial: \$160 per unit

Item	Fee
	Industrial, Institutional: \$150 per unit
10. Temporary Occupancy Permit	\$160 per unit
11. Raze/Demolition	\$100 plus \$0.06 per square foot
12. Moving	\$175 plus \$0.06 per square foot
13. All other buildings where square footage cannot be determined	\$9.00 per \$1,000 valuation
14. Commercial and Industrial exhaust hoods and systems	\$110
15. Fuel Tanks	Installation: \$8.00 per 1,000 gallons Removal, repairs, alterations: \$100 per tank
LAND DISTURBANCE AND EROSION CONTROL	
1. 1 and 2 Family Residences	\$130
2. Multi-family Residences	\$160 for 1 st 15,000 sq ft, \$15/1000 square feet up to 1 acre
3. Commercial, Industrial	\$160 for 1 st 15,000 sq ft, \$15/1000 square feet up to 1 acre
4. Accessory Buildings	\$100
5. Decks, patios, retaining walls, pools	\$100
6. Additions	\$100
PLAN REVIEW FEES	
1. 1 and 2 Family Residence	\$200
2. 1 and 2 Family Addition	\$85
3. 1 and 2 Family Alteration	\$55
4. Multi-Family Residence	\$225 plus \$35 per unit
5. Commercial/Industrial New, Alteration or Addition	\$250
6. Accessory Building over 120 square feet	\$75
7. Decks	\$55
8. Swimming pools	\$100
9. Mechanical Plans	\$70 each page
10. Revisions	\$70 each page
ELECTRICAL	
1. New Building	\$75 base fee plus \$0.08 per square foot
2. Service Upgrades, Rewire, Temp	\$75
3. Generator, Transfer Switch	\$100
4. Remodel, Replacement	Minimum: Residential \$75, Commercial \$100
5. Commercial, Level 2 alteration	New Building Rate
6. Commercial, Level 3 Alteration	New Building Rate

Item	Fee
HVAC	
1. New Building	\$75 base fee, plus \$0.08 per square foot
2. Commercial Level 2 Alteration	New Building Rate
3. Commercial Level 3 Alteration	New Building Rate
PLUMBING	
1. New Building	\$75 base fee, plus 0.12 per square foot
2. Sanitary Building Sewer	\$75 1 st 100 feet and \$0.45 per foot thereafter
3. Storm Building Sewer	\$75 1 st 100 feet and \$0.45 per foot thereafter
4. Manholes/Catch Basins	\$75 each
5. Water Service	\$75 1 st 100 feet and \$0.35 per foot thereafter
6. Fire Sprinkler System	\$55 base fee, plus \$0.08 per square foot thereafter
OTHER NOTES	
Special Inspections, complaints, pre-existing permits, others	Hourly Rate, one hour minimum
Failure to obtain permit before starting work	Double fee
Determining Square Footage	Include all floor levels, crawl spaces, basements, decks and porches, based on outside dimensions. Building Inspector responsible for final calculations
Failure to call for final inspection	\$50
Tree Removal Permit	\$25/tree, \$75 Maximum

Village of Williams Bay

Building Inspection Fees

Comparison of Proposed to Current Fees

Item	Proposed New Schedule	Current Schedule
RESIDENTIAL BUILDING (1 and 2 family)		
	Minimum \$50.00	Minimum \$50.00
1. New Construction	\$0.28 per square ft.	\$0.28 per square ft.
2. Additions	\$0.28 per square foot	\$0.28 per square foot
3. Remodel, repair, alterations	\$75 per inspection, Number of inspections determined by scope of work	Not addressed
4. Accessory Structures	\$0.22 per square foot	\$0.22 per square foot
5. Decks	\$100	\$50 + \$0.24 per square foot
6. Pools, above ground	\$100	\$100
7. Pools, in ground	\$125	\$100
8. Siding	\$60	\$50
9. Re-roof	\$60	\$50
10. Re-inspection	\$75 per inspection	\$50 per inspection
11. Early start permit	\$150	Not addressed
12. Occupancy Permit	\$50 per unit, addition or accessory building	\$50 per unit, addition, or accessory building over 120 square feet
13. Temporary Occupancy Permit	\$80 per unit	\$80/unit
14. WI UDC Decal	Per State Requirements (currently \$36)	\$35
15. Raze/Demolition	\$100 plus \$0.06 per square foot (may be waived if condemned)	\$100 plus \$0.06 per square foot (may be waived if condemned)
16. Moving of buildings	175 plus \$0.06 per square foot	\$175 plus \$0.06 per square foot
17. Permit to begin construction of footings and foundations	\$160	\$160
18. All other buildings where square footage cannot be determined	\$9.00 per \$1,000 evaluation	\$9.00 per \$1,000 valuation
COMMERCIAL BUILDINGS – ALL NON-RESIDENTIAL AND MULTIFAMIL7		
1, New Construction	New Residential: \$0.28 per square foot New Business: \$0.26 per square foot New Manufacturing/industrial: \$0.21 per square foot	New Residential: \$0.28 per square foot New Business: \$0.26 per square foot New Manufacturing/industrial: \$0.21 per square foot

Item	Proposed New Schedule	Current Schedule
2. New Construction, Agricultural	\$0.22 per square foot	\$0.22 per square foot
3. Additions	\$0.26 per square foot	\$0.26 per square foot
4. Remodel (Levels 1 and 2) Up to \$10,000 cost)	\$75 per inspection – number of inspections determined by scope of work	Not addressed
5. Remodel (Level 3)	New Construction Rates	Not addressed
6. Re-roof	\$100	\$9.00 per \$1,000 valuation, \$250 max per building
7. Re-inspection	\$75 per inspection	\$50 per inspection
8. Early start permit	\$210	\$210
9. Occupancy Permit	Commercial: \$160 per unit Industrial, Institutional: \$150 per unit	Commercial: \$160 per unit Industrial, Institutional: \$150 per unit
10. Temporary Occupancy Permit	\$160 per unit	\$160 per unit
11. Raze/Demolition	\$100 plus \$0.06 per square foot	\$100 plus \$0.06 per square foot
13. Moving	\$175 plus \$0.06 per square foot	\$175 plus \$0.06 per square foot
14. All other buildings where square footage cannot be determined	\$9.00 per \$1,000 valuation	\$9.00 per \$1,000 valuation
15. Commercial and Industrial exhaust hoods and systems	\$110	\$110
16. Fuel Tanks	Installation: \$8.00 per 1,000 gallons Removal, repairs, alterations: \$100 per tank	Installation: \$8.00 per 1,000 gallons Removal, repairs, alterations: \$100 per tank
LAND DISTURBANCE AND EROSION CONTROL		
1. 1 and 2 Family Residences	\$100	\$130
2. Multi-family Residences	\$160 1 st 15,000 square feet, plus \$15/1000 square feet up to one acre	\$160 per building plus \$5.00 per square foot of disturbed area, up to 12,000
3. Commercial, Industrial	\$160 1 st 15,000 square feet, plus \$15/1000 square feet up to one acre	\$160 per building, plus \$55 per 1,000 square foot of disturbed lot area, up to 12,000
4. Accessory Buildings	\$100	Not Addressed
5. Decks, patios, retaining walls, pools	\$100	Not Addressed
6. Additions/Alterations	\$100	\$75
PLAN REVIEW FEES		
1. 1 and 2 Family Residence	\$200	175

Item	Proposed New Schedule	Current Schedule
2. 1 and 2 Family Addition	\$85	\$65
3. 1 and 2 Family Alteration	\$55	\$65
4. Multi-Family Residence	\$225 plus \$35 per unit	\$225 plus \$20 per unit
5. Commercial/Industrial New, Alteration or Additions	\$250	\$225
6. Accessory Building over 120 square feet	\$75	\$60
7. Decks	\$55	\$50
8. Swimming pools	\$100	\$100
9. Mechanical Plans	\$70 each page	Not Addressed
10. Revisions	\$70 each page	Not Addressed
ELECTRICAL		
1. New Building	\$75 base fee plus \$0.08 per square foot	Not Addressed
2. Service Upgrades, Rewire, Temp	\$75	Not Addressed
3. Generator, Transfer Switch	\$100	Not Addressed
4. Remodel, Replacement	Minimum: Residential \$75, Commercial \$100	Not Addressed
5. Commercial, Level 2 alteration	New Building Rate	Not addressed
6. Commercial, Level 3 Alteration	New Building Rate	Not Addressed
HVAC		
1, New Building	\$75 base fee, plus \$0.08 per square foot	Air Conditioning: Up to 3 tons or 36,000 BTUs: \$50 per unit Each additional ton or 12,000 BTUs: \$15
2. Commercial Level 2 Alteration	New Building Rate	Not Addressed
3. Commercial Level 3 Alteration	New Building Rate	Not Addressed
PLUMBING		
1. New Building	\$75 base fee, plus 0.12 per square foot	Not Addressed
2. Sanitary Building Sewer	\$75 1 st 100 feet and \$0.45 per foot thereafter	Not Addressed
3. Storm Building Sewer	\$75 1 st 100 feet and \$0.45 per foot thereafter	Not Addressed

Item	Proposed New Schedule	Current Schedule
4. Manholes/Catch Basins	\$75 each	Not Addressed
5. Water Service	\$75 1 st 100 feet and \$0.35 per foot thereafter	Not Addressed
6. Fire Sprinkler System	\$55 base fee, plus \$0.08 per square foot thereafter	Not Addressed
OTHER NOTES		
Special Inspections, complaints, pre-existing permits, others	Hourly Rate, one hour minimum	\$150
Failure to obtain permit before starting work	Double fee	Triple fee
Determining Square Footage	Include all floor levels, crawl spaces, basements, decks and porches, based on outside dimensions. Building Inspector responsible for final calculations	Gross square footage based on exterior dimensions, including garages, each finished floor level and basement
Failure to call for final inspection	\$50	\$50
Tree Removal Permit	\$25/tree, \$75 Maximum	

Appointment of Village Administrator

Ordinance Change Proposals – 3/2021

Situation and Goal: Under current ordinances that Village Administrator is appointed and subject to re-appointment every year. That short period makes it difficult to recruit strong candidates and may encourage short-time horizons in policy and action. There also are inconsistencies between the Ordinance describing the Village Administrator and the Position Description on which the Administrator is recruited and managed. The goal is these ordinance changes is to provide for a longer appointment time and to eliminate inconsistencies.

Proposal Regarding Appointment

Amend Section 1.04 regarding Appointed Officials as follows:

Amend 1.04 (1) to add the following: “,except regarding the Village Administrator as described below in (j)

Add (i) under (j) Village Administrator

- (i) The Village Administrator shall be appointed by the Village President and confirmed by a majority vote of the Village Board for a term of three (3) years at the time of initial hire and, subsequently, every three years at the first Village Board meeting following an election after any new President and the new Board is seated.
- (ii) The appointment does not automatically renew at the end of the fixed term and must be renewed by appointment by the Village President and confirmed by majority vote of the Village Board.

Discussion:

- Term could be two, three, four or five years or “until terminated”
- A fixed term does force the President and Board to consider
- A three year term means that the term of the Administrator is not coterminous with that of the President
- Clarify that the appointment is by any new President and a New Board avoids lame duck appointments

Proposal Regarding Inconsistencies between Ordinance and Job Description

Amend Section 1.14

Amend Section 1.14 to replace the word “insure” with the word “ensure” in the first sentence of Section A

Amend section (C) to add at the end of the section: “Appointment shall be made according to provisions of Section 1.04 (1) (j)

Replace Section (D, E and F) with language from the position description, all now part of Section D

(D) General Duties: The Village Administrator shall have the following general duties:

- (1) Board Relations (include the specifics from the Position Description here and in following items)
- (2) Financial
- (3) Administration
- (4) Legislative
- (5) Human Relations
- (6) Community and Governmental Relations
- (7) Other Duties and Responsibilities

Renumber Section G to be Section E

1.14

§ 80-3. Village Administrator.

- A. Village Administrator, creation and purpose. In order that the various officers, officials and employees executing policies and administering the affairs of the Village of Williams Bay be operated as efficiently as possible under a system of part-time President and part-time Trustees, and to better insure confident, expeditious, efficient and harmonious administration in action and in respect to any activity, of any one or more of the Village's officers, officials and employees, and in order that there may be uniform administration of policy, there is hereby created the office of Village Administrator for the Village of Williams Bay.
- B. Functions of Village Administrator.
- (1) The Village Administrator shall be the administrative officer of the Village, responsible for the proper administration of the business and affairs of the Village, subject to those limitations imposed by the statutes of the State of Wisconsin, the ordinances of the Village of Williams Bay, and the resolutions and directions of the Village Board.
 - (2) Nothing herein shall be construed to conflict with the duties of the Village Board and other Village officers otherwise provided by statute and the ordinances of the Village of Williams Bay.
- C. Appointment. The Village Administrator shall be appointed by the Village President and confirmed by the Village Board on the basis of merit, with due respect to training, experience, administrative ability and general fitness and knowledge of administrative and operational functions of municipal government. The Village Administrator shall be deemed an officer of the Village of Williams Bay. Compensation therefor shall be as determined by the Village Board from time to time.
- D. General duties. The Village Administrator shall have the following general duties:
- (1) The Village Administrator shall attend all meetings, regular and special, of the Village Board, Planning Commission, committees of the Village Board and such other boards, committees and commissions as the Village Board may so direct, unless so excused by the Village Board or unless otherwise prohibited by law. The Village Administrator may participate in the discussion and deliberations thereof, but without a vote.

- (2) The Village Administrator shall cooperate with the Village Board on all matters pertaining to Village administration, business and affairs. The Village Administrator shall make recommendations from time to time to the Village Board for improving the quality and efficiency of services performed by the Village and for improving the health, safety and welfare of the Village.
- (3) The Village Administrator shall file with the Village Board such reports at such times as the Village Board may require concerning the activities of the office so that the Village Board may be currently apprised of any actions of the Village Administrator and the nature and reason for such actions taken by the Village Administrator.
- (4) The Village Administrator as directed by the Village Board shall be responsible for the proper interpretation and efficient execution of all policies and programs established by the Village Board. The Village Administrator shall carry out all directives of the Village Board which require administrative implementation, and shall promptly report to the Village Board any difficulties encountered therein.
- (5) The Village Administrator shall monitor and determine that all Village ordinances are efficiently and equally enforced and shall report to the Village Board as is necessary, or as required by the Village Board.
- (6) The Village Administrator shall administer and direct the operation and maintenance of all Village-owned property, lands, buildings, improvements and equipment, and all public ways, ditches, drains and storm sewers, and where such duties are otherwise given to other officials, officers and employees of the Village, the Village Administrator shall assist the above officials, officers and employees as the Village Board may from time to time direct.
- (7) The Village Administrator shall administer and direct the construction and maintenance of all public ways, public works and improvements undertaken either directly or indirectly by the Village, and where such duties are otherwise given to other officials, officers and employees of the Village, the Village Administrator shall assist the above officials, officers and employees as the Village Board may from time to time direct.

- (8) The Village Administrator shall be kept informed on all current county, state and federal legislation and administrative rules affecting the Village and shall submit appropriate reports and recommendations to the Village Board.
- (9) The Village Administrator shall be kept informed concerning current developments in the field of municipal administration and law and submit to the Village Board recommendations or suggestions to improve the municipal government of the Village.
- (10) The Village Administrator shall be kept informed as to the availability of county, state and federal funds for Village programs.
- (11) The Village Administrator shall assist departmental heads and the Village Board in obtaining said funds, as directed by the Village Board.
- (12) The Village Administrator shall represent the Village in matters involving legislative and intergovernmental affairs as authorized and directed by the Village Board.
- (13) The Village Administrator shall facilitate communication between citizens and the Village government in order to assure that complaints, grievances, recommendations and other such matters receive prompt attention by the responsible Village official or organization.
- (14) The Village Administrator shall promote the economic well-being and growth of the Village through cooperation with the public and private sectors.
- (15) The Village Administrator shall have such other administrative duties and powers not inconsistent with the law as may be directed by the Village Board from time to time.

E. Personnel. **[Amended 12-21-2015 by Ord. No. 12-1-2015]**

- (1) The Village Administrator, as directed by the Village Board, shall supervise the activities of Village office employees and shall from time to time report to the Village Board.
- (2) The Village Administrator shall supervise all Village officers and department heads to assure that employees receive

adequate opportunity for training in order to maintain and improve their job-related knowledge and skills.

F. Budget and purchasing. **[Amended 12-21-2015 by Ord. No. 12-1-2015]**

- (1) The Village Administrator shall oversee department supervisors and other responsible officers, officials and employees of the Village in the annual preparation of a financial budget of anticipated income and expenditures for the ensuing fiscal year, and assist in the supervision of the expenditures of funds and in the administration of said budget as adopted by the Village Board. The preparation of the annual Village budget shall be in accordance with such guidelines as may be provided by the Village Board and the Village municipal code.
 - (2) The Village Administrator shall make such reports as the Village Board may, from time to time, require as to the current fiscal status of the Village and the current fiscal status of items in the Village budget.
- G. Change of duties. The Village Board may, from time to time, increase, decrease, change or otherwise modify the duties of the Village Administrator as the Village Board may, in its sole discretion, determine appropriate.

61.197 Selection of officers.

- (1) Officers other than members of the village board and municipal judges except as provided in s. 61.19, shall be selected by one of the following methods:
 - (a) Appointment by the village president.
 - (b) Appointment by the village president subject to confirmation by the village board.
 - (c) Appointment by the village board.
 - (d) Election by the voters of those officers so enumerated in s. 61.19, unless otherwise provided in s. 61.19.
 - (e) Selection under any of the above methods, the selection to be from an eligible list maintained in accordance with s. 66.0509.
 - (f) A corporation or an independent contractor may be appointed as the village assessor. An independent contractor so appointed shall designate the person responsible for the assessment. That person shall file the official oath under s. 19.01, and sign the affidavit of the assessor as required by s. 70.49. No person may be designated by any corporation or independent contractor unless that person has been granted the appropriate certification under s. 73.09. For purposes of this section, "independent contractor" means a person who either is under contract to furnish appraisal and assessment services or is customarily engaged in an independently established trade, business or profession that is offered to the general public.
- (2) Such officers shall continue to be selected in the manner prevailing on April 15, 1999, unless a new method of selection was in force on that date. Such method shall be continued until changed in the manner provided in s. 66.0101. However, any village may require that selection be made from an eligible list maintained in accordance with s. 66.0509 (e) by the enactment of an ordinary ordinance.

History: 1973 c. 90; 1977 c. 305 s. 64; 1979 c. 221; 1999 a. 150 s. 672.

61.2



VILLAGE OF WILLIAMS BAY

Position Description: Village Administrator

Village Board Oversight: Finance & Personnel Committee

Classification: Full-Time exempt

Reports to: Finance & Personnel Committee/Village Board/President

Job Summary:

The Administrator serves as the chief executive administrative officer for the daily operation of the Village and reports directly to the Village Board of Trustees. This is a full-time, salaried position appointed by the President and approved by the Village Board. He/she serves the Board in the development and implementation of its legislative policies. He/she manages and provides leadership to full time and part time employees. This person is responsible for the duties of Village Administrator as outlined in the municipal code, statutes, and all other applicable laws of governance. The Administrator shall manage, analyze, direct, supervise, evaluate, be responsible for and coordinate all departments, divisions, and services of Village government and of all officers and employees thereof which are under the control and jurisdiction of the Village President and Board as provided by law, and to make recommendations respecting the same to the Board. All duties set out in Williams Bay Village Ordinance Chapter 1.14 are included even if not specifically listed below.

Essential Duties and Responsibilities:

Board Relations:

- Carry out directives of the Village Board, which require administrative implementation, reporting promptly to the Village Board any difficulties encountered therein.
- Attend all meetings of the Village Board, assisting the President and the Board as required in the performance of their duties.
- Keep the President and Board regularly informed about the activities of the Administrator's office and the current fiscal position of the Village by oral or written report at regular and special meetings of the Village Board.
- The Village Administrator shall make recommendations from time to time to the Village Board for improving the quality and efficiency of services performed by the Village and for improving the health, safety and welfare of the Village.

Financial:

- Serve as the primary staff person in establishing and monitoring the annual operating budget in accordance with all statutory requirements.
- Oversee the work of the Treasurer and serve as the primary staff responsible for monitoring the budget and answering budget inquiries of staff and elected officials. Perform certain financial accounting tasks to insure separation of duties to the extent

possible including: reviews and approves journal entries; approve all Village encumbrances, reviews and approves bank deposits.

- Serve as the purchasing agent for the Village, supervising all purchasing and overseeing the contracting for supplies and services. Prepares for execution, all Village contracts.

Administration:

- Administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meetings, and state statutes.
- Administer and direct the operation and maintenance of all Village-owned property, lands, buildings, improvements and equipment, and all public ways, ditches, drains and storm sewers, and where such duties are otherwise given to other officials, officers and employees of the Village, the Village Administrator shall assist the above officials, officers and employees as the Village Board may from time to time direct.
- Create drafts of administrative procedures, subject to review by the Village Board, to increase the effectiveness and efficiency of Village government.
- Oversee the engagement of outside consultants through drafting RFPs or bid requests, review the bids or proposals and make a recommendation to the Village Board.
- Ensure the thorough and satisfactory completion of all contracted and consultant work.

Legislative:

- Keep informed concerning current Federal, State, and County legislation and administrative rules affecting the Village.

Human Relations:

- Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions for all Village employees are maintained, evaluate in conjunction with department directors the performance of all employees on a regular basis, recommend salary and wage scales for Village employees not covered by collective bargaining agreements, assure that Village employees have proper working conditions, and work closely with department heads to promptly resolve personnel problems or grievances.
- Administer or direct a designee to ensure that all employees, new or sustained, have had their benefit package fully explained and implemented.
- The Village Administrator shall work closely with department heads to assure that employees receive adequate opportunity for training in order to maintain and improve their job-related knowledge and skills.
- Recommend to the Village Board the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of department directors.
- In consultation with the appropriate department director be responsible for the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of employees below the department director level.

Community and Governmental Relations:

- Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official.
- Promote the economic well-being and growth of the Village of Williams Bay through public and private sector cooperation.
- The Village Administrator shall represent the Village in matters involving legislative and intergovernmental affairs as authorized and directed by the Village Board.
- File all reports required by the State of Wisconsin including, but not limited to: Statement of Assessment, Statement of Taxes, Compliance Maintenance Report, Recycling Grant and Accomplishments, with the exception of the Financial Report Form and the Public Service Commission.
- Attend promptly to all resident inquiries, concerns, issues, etc. ensuring that all ordinances are followed.

Secondary, Incidental Duties and Responsibilities:

In addition to the essential duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:

- Oversee the completion of the Village publications on a timely basis to ensure all materials included therein are current.
- Provide or outsource periodic upgrades to the Village website by uploading new information for public consumption.
- Attend conferences, seminars, workshops and court proceedings as needed.
- Have conversations with developers, builders, business-owners and others attempting to procure development within Williams Bay. Involve the Village Board as appropriate.

Minimum Education and Experience Requirements:

Minimum education should include a Bachelor's Degree in Business Administration, Public Administration, Community Planning, law, or related field as well as a minimum of three (3) years direct employment experience in the public sector. A preference will be given for strong accounting and budgeting skills, and for those holding a master's or related advanced degree. This position requires a valid Wisconsin driver's license. Furthermore, this position requires the following:

- Proficiency in general accounting principles, public finance, municipal accounting and budgeting.
- Experience in cost-benefit analysis, risk and project management principles.
- Technology expertise in communication, graphics and database programs.
- Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various outside contractors.
- Basic research and recordkeeping principles and disciplines.

Special skills and personal characteristics:

- Ability to work without direct supervision.
- Able to communicate and relate to the needs of the public.
- Has excellent interpersonal skills.
- Is computer literate in word processing and spreadsheet applications used by the Village.

Work Environment/Physical Demands:

Work is performed in a general office setting. Noise is minimal, but other interruptions such as ringing phones, fax/copy machines, etc. are experienced on a constant basis. At times it is necessary to leave the office setting to transport documents or complete errands in conjunction with Village Business. He/she must be willing to travel long distances to attend seminars, conferences and workshops. Additionally, the Administrator must keep abreast of issues by attending legislative votes, court proceedings or other settings that house direct impacts on the Village's position.

Hours, Compensation and Benefits

Will keep office hours at the Village Hall during normal business hours. See Staff Handbook for current recap of benefits.

Appointment

The Village Administrator shall be appointed by the Village President and confirmed by the Village Board on the basis of merit, with due respect to training, experience, administrative ability and general fitness and knowledge of administrative and operational functions of municipal government. The Village Administrator shall be deemed an officer of the Village of Williams Bay. Compensation therefore shall be as determined by the Village Board from time to time.

Other Duties and Conditions

- Maintain municipal files in a neat and orderly manner.
- Perform all other duties required by law or by any ordinance or other direction of the Village Board.

Employee acknowledgement/date _____

Updated: December 21, 2020



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES WATER AND SEWER COMMITTEE MONDAY, MARCH 10, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Umans at 8:37pm

Roll Call

Trustees Umans, Parker and Vlach

Also Present: President Duncan, Trustee D'Alessandro, Wright, Interim Administrator Bretl, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Police Lieutenant Kostock, and Recreation Director Rowland.

Meeting Minutes

Umans/Parker motion to approve the February 10, 2021 and February 17, 2021 meeting minutes. Unanimously carried.

2021 Water & Sewer Budget

Umans stated that the changes recommended at the February 17th budget meeting have been incorporated and focused on the water capital outlay line item. Umans stated that he spoke with Edwards and Snyder about some expenditures that could be moved to future years. It was the consensus of the Committee to move the following expenditures to 2022:

- CO2 upgrade in the amount of \$30,000
- Lime reactor cleaning in the amount of \$150,000
- Well #2 pump replacement in the amount of \$150,000
- Water tower repainting engineering in the amount of \$10,000

After these changes are made; the budget reflects total operating revenues of \$849,403 and total operating expenditures of \$1,116,746. Parker/Vlach motion to recommend Village Board approval of the 2021 water utility budget with the adjustments discussed. Unanimously carried.

Discussion was held regarding the proposed 2021 sewer utility budget that reflected the revenue changes from the February 17th meeting. No additional changes were proposed. Parker/Vlach motion to recommend Village Board approval of the 2021 sewer utility budget. Unanimously carried.

Next Meeting Date

It was the consensus of the Committee to schedule a meeting on March 31st at 5:00pm to discuss items related to the Conventional Water Rate Study.

Adjourn

Umans/Vlach motion to adjourn at 9:03pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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



VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, MARCH 31, 2021 AT 5:00 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Umans at 5:19pm

Roll Call

Trustees Umans, Parker and Vlach

Also Present: Trustee Wright, Interim Administrator Bretl, Treasurer Peternell, Public Works Director Edwards and Engineer Snyder.

Loch Vista Water Main Replacement Project

Umans stated that he spoke with the representative from Loch Vista to confirm that the Village will not be moving forward with the water main replacement project in 2021 but will propose to include \$800,000 in the 2022 budget for the project.

Auto billing quarterly water/sewer bills

Discussion was held regarding auto billing and auto payment options currently available to utility customers. Umans stated that the Village should offer monthly payment options to residents so that they can better manage their annual utility bills. Peternell stated that customers have always had the ability to make monthly payments by either mailing in a payment each month or setting monthly autopayments through Xpress Bill Pay. Further discussion was held regarding updating the Xpress Bill Pay flyer to promote this option.

Quarterly to Monthly billing water/sewer bills

Discussion was held regarding changing the frequency of billing from quarterly to monthly. Peternell stated that this would require additional staff to do billing, payment processing and readings. The Village would also need to include this change in the conventional water rate study. Vlach stated that he was not in favor of changing to monthly billing due to the additional manpower needed.

Application deadline August 1st for conventional water rate increase

Umans stated that he would like to have the application submitted to the PSC by August 1st.

Baker Tilly status - water rate study

Peternell stated that now that the 2021 water & sewer budget has been approved, Baker Tilly has all the information needed to complete their portion of the application process.

Taskforce for Application Water Rate Increase

Discussion was held that Umans and Peternell will work through the application process with the auditor and the PSC.

Adjourn

Parker/Vlach motion to adjourn at 5:55pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this May 1st 2021 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, as agreed to by the parties).

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 (50) total Initial inspections and up to (62) total inspections over a (2) two 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 50 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 2021** 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 the original term (or renewal term), unless either party provides written notice of termination not less than sixty (60) days prior to the expiration of the initial term (or any such renewal term), this Agreement shall automatically renew for a one (1) year term Any increases in pricing for each of the renewal terms will be equal to the Consumer Price Index as measured in the Detroit-Warren-Dearborn area at the time of renewal or 4%, whichever is less.
- 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 **\$348.00** per month, **\$4,176.00** annually for a **two (2)** year contract period totaling **\$8,352.00**.
- 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 regarding records related to 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 dispute between the parties, with both parties consent, may be settled by arbitration in accordance with the applicable rules of the American Arbitration Association. Any arbitration award or determination shall be final and binding and any court of competent jurisdiction may enter a judgment on such award which shall be enforceable in the same manner as any other judgment of the such court. 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 Street
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
Its: Regional Sales Representative



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 70,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ 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 370 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.



PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this May 1st 2021 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, as agreed to by the parties).

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 bibb 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)** total Initial residential inspections and up to **(478)** total residential inspections over a **(2) two** 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 **456** 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.*
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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.

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By:
Title:

HydroCorp



By: Craig Wolf
Its: Regional Sales Representative



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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 70,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ 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 370 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

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE MONDAY, MARCH 10, 2020 AT 6:30 PM VIA ZOOM WEBINAR

Call to Order

Meeting was called to order by Chairman D'Alessandro at 8:13pm

Roll Call

Present: Trustees D'Alessandro and Wright

Excused: Trustee McMannamy

Also Present: President Duncan, Trustees Parker, Vlach and Umans, Interim Administrator Bretl, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Police Lieutenant Kostock and Recreation Director Rowland.

Meeting Minutes

Wright/D'Alessandro motion to approve meeting minutes of February 10, 2021 and February 15, 2021. Unanimously carried.

Edgewater Park use for Corn and Brat Fest

Wright/D'Alessandro motion to recommend Village Board approval of the Lions Club Edgewater Park application for Corn and Brat Fest on August 13-15, 2021 contingent upon receipt of certificate of insurance and liquor and operator licenses. Unanimously carried.

Hiring Process and Setting Wages for the Lakefront Staff

D'Alessandro stated that a separate meeting will be scheduled with the Harbormaster in April. No action taken.

Inquiry from Terry Soltow regarding a permanent site for hovercraft rides in Williams Bay

Discussion was held regarding the correspondence from Terry Soltow to have hovercraft rides this winter. It was the consensus of the Committee to have the new Administrator discuss this further with Terry sometime in April or May, no action taken.

Dog Park Sponsorships

Discussion was held regarding potential sponsorships at the dog park to pay for the amenities at the park. The Committee was in favor of sponsorships and advertising, no action taken. Further discussion was held regarding the naming of the park. Rowland stated that he discussed with Chief Timm naming the park in honor of Officer Rex. Wright/D'Alessandro motion to recommend Village Board approval of naming the park after Rex. Unanimously carried.

Lakefront Boat Platforms

Discussion was held regarding the ramp platforms that were rebuilt in 2020 and if the 2021 lease language was changed to prohibit motorized boats. It was determined that the leases had not been changed and have been returned and paid for already. It was the consensus to have update the leases for the 2022 season.

Adjourn

Wright/D'Alessandro motion to adjourn at 8:37pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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



VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE MONDAY, APRIL 12, 2021 AT 8:30 AM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman D'Alessandro at 8:34am

Roll Call

Present: Trustees D'Alessandro, McMannamy and Wright

Also Present: Interim Administrator Bretl, Treasurer Peternell and Harbormaster Blincoe.

Wright/McMannamy motion to convene in closed session at 8:35am pursuant to the exemption contained in section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Roll Call: McMannamy-Aye, D'Alessandro-Aye, Wright-Aye. Unanimously carried.

- Lakefront Summer Part-time Compensation

Motion to reconvene into open session

Wright/McMannamy motion to reconvene into open session at 9:12am. Unanimously carried.

Possible discussion of/action for those items discussed in closed session

McMannamy/Wright motion to recommend F&P approval of 11 total employees at the Beach and Launch, increasing the Harbormaster wage to \$20/hour, hiring of new beach attendants at \$9/hour and new launch attendants at \$13/hour. Unanimously carried.

Adjourn

McMannamy/Wright motion to adjourn at 9:13am. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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

March 18, 2021

Williams Bay Administration

To Whom It May Concern,

We just found out today that I made a HUGE mistake. My husband called the Village today to check on when we would be receiving our lease for our slip! He was told that we signed away our slip!!!

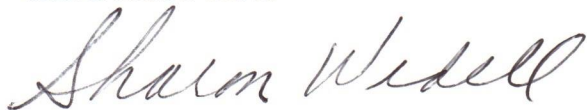
In January, we received the annual notice (see attached). I thought that I was suppose to send this in IF we INTENDED to keep our slip, which I did right away. We were disappointed in the price increase, but that we still wanted it, YES. However, I misread the form and signed that we did not intend to keep the lease!?!

We had been on a waiting list for over 18 years. We moved up here full time in November of 2017, and in March or April of 2018 we were told that a slip was available if we wanted it – Praise God!!! Last year, we paid \$7000.00 for a lift! We absolutely intended on keeping our slip.

I take full blame for this mistake, but would like to know if there are any options for us. I cannot believe I did this to our family.

Thank you,

John & Sharon Widell

A handwritten signature in cursive script, appearing to read "Sharon Widell". The signature is written in dark ink and is positioned below the typed name "John & Sharon Widell".



VILLAGE OF WILLIAMS BAY

January 6, 2021

Dear Williams Bay Boat Owner;

As a 2020 lessee of a Village boat slip, I am reaching out to you with information concerning 2021 rates. As part of the annual budget the Village Board increased rental rates for 2021. This increase is necessary to ensure proper upkeep of the piers and associated equipment. It appears from my review of Village records that rates have not been increased since 2016. The 2021 rates are comparable to those of other municipalities on Geneva Lake.

2021 rates are as follows:

Annual Boat Slip Lease	2020 Rate	2021 Rate
Municipal slip	\$1,660	\$ 2,060
24' Slip	\$1,900	\$ 2,300
26' Slip	\$2,070	\$2,470
28' Slip	\$2,150	\$2,550
Municipal Ramp	\$ 200	\$ 300

As we have done in the past, we will be forwarding a Lease Agreement to you later this winter. If, however, you know at this point that you will not be signing a new lease next year we would really appreciate it if you would let us know. This will allow us to contact individuals on our waiting list so they can prepare for the upcoming boating season.

If you do not wish to lease a slip next year please sign and date the statement below and return this letter in the enclosed self-addressed, stamped envelope to the Village of Williams Bay, Attn: Pier Rentals, P.O. Box 580, Williams Bay, WI 53191.

Please note that this letter is being sent this year because of the increase in rental rates. If you do not return this letter, you will be sent your normal lease renewal package in early March.

Sincerely,

Dave Bretl

Dave Bretl
Interim Administrator

*Very disappointed in this
Huge price increase !!!*

I do not intend to lease a boat slip from the Village of Williams Bay in 2021.

John & Sharon Widell

Signature

1/20/21

Date

Printed Name

John & Sharon Widell
110 Cedar Point Dr
Williams Bay, WI 53191
East 29

250 Williams Street | PO Box 580

Phone: 262-245-2700

amsbay.org

Village Administrator

clerk@
Admin@williamsbay.org



April 8, 2021

Williams Bay Lakefront Committee,

With Mr. Weiss's leaving, Dave Bretl asked me to put together a brief explanatory letter about our display contract/proposal procedures. I have included a copy of our 2019 proposal for your reference, as last year's display was canceled.

The display that J&M Displays produces for your event is a Musically choreographed barge show set to a soundtrack of music that we produce based on a theme we are given by the client. J&M does not charge for these services. After the soundtrack is approved we set to the task of choosing and scripting various fireworks to go along with the music. So until that theme is chosen and soundtrack approved we cannot give you a written proposal for this years display

Working with your budget, we choose fireworks to best suit the music for maximum effect. As you can see by our proposal, every shell is accounted for monitarilly. We will produce a written proposal, but the choreography comes first. The quantities and sizes will be similar to those in the 2019 display. There have been no price increases for 2021.

J&M also simulcasts the soundtrack for your event on our own app which is available for Apple and Android devices free of charge. There is no charge for this service as well.

If there are any questions or concerns, please reach out to me anytime 262-949-6662. We look forward shooting another great show for your Corn and Brat Fest this summer.

Sincerely,

Bryan D Olson

Sales Office:



J&M Displays Proposal for: Village of Williams Bay LIONS CORN AND BRAT FESTIVAL

Flight 1

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Blue to crackling		\$22.30	\$44.60
2	Crown to glittering		\$22.30	\$44.60
4	Glittering willow	glitter tail	\$22.30	\$89.20
2	Kamuro Chrysanthemum		\$22.30	\$44.60
4	White strobe with red dahlia	glitter tail	\$22.30	\$89.20
Category Shell Count: 14				\$312.20

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Crown to glittering		\$22.30	\$44.60
4	Glittering willow	glitter tail	\$37.70	\$150.80
4	White strobe and red dahlia	whistling tail	\$37.70	\$150.80
Category Shell Count: 10				\$346.20

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
2	Blue to crackle w/ crackle pistil		\$47.35	\$94.70
2	Kamuro Chry		\$47.35	\$94.70
Category Shell Count: 4				\$189.40

5 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
1	Kamuro Chry		\$72.35	\$72.35
Category Shell Count: 1				\$72.35

6 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Crown to glittering		\$86.80	\$86.80
1	Glittering silver to blue chrysanthemum		\$86.80	\$86.80
2	Glittering silver to white chrysanthemum		\$86.80	\$173.60
1	Glittering willow	glitter tail	\$86.80	\$86.80
Category Shell Count: 5				\$434.00

Section Shell Count: 34

Flight 2



J&M Displays Proposal for: Village of Williams Bay LIONS CORN AND BRAT FESTIVAL

Flight 2

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
4	Crackling Willow Flower w/Silver Strobe Pistil w/Crackling Tail		\$22.30	\$89.20
4	Glittering willow	glitter tail	\$22.30	\$89.20
8	Gold Palm with crackling pistil	Large Brocade tail	\$22.30	\$178.40
5	Golden strobe willow		\$22.30	\$111.50
4	Kamuro chrys to white strobe w/white strobe pistil		\$22.30	\$89.20
3	Reddish gamboge to purple to green chrys		\$22.30	\$66.90
4	Reddish gamboge to yellow chrys		\$22.30	\$89.20
3	White strobe willow		\$22.30	\$66.90
Category Shell Count: 35				\$780.50

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
7	Orange Strobe		\$30.65	\$214.55
Category Shell Count: 7				\$214.55

Section Shell Count: 42

Main Event

Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
1	Crackling tail to titanium flower willow 49 shot I shape		\$166.40	\$166.40
1	Gold Coconut with red strobe and crackle with blue mines 49 shot Fan		\$166.40	\$166.40
1	Green comets to Green Strobe Willow with Purple 49 shot		\$166.40	\$166.40
1	Red comets to Red Strobe Willow with Blue 49 shot		\$166.40	\$166.40
1	Silver tails to Red and silver strobe and blue 100 shot		\$166.40	\$166.40
1	Quick crackling crossette		\$216.80	\$216.80
1	90S FAN SHAPED CAKE - Red and green dahlia with silver crown		\$298.60	\$298.60
1	Fairy dust 100 shot Z fan		\$298.60	\$298.60
1	Green wave to green strobe with red coconut pistil 100 shot		\$298.60	\$298.60
1	Red strobe with white strobe mine 100 shot fan cake		\$298.60	\$298.60
1	Silver Spinners fan cake 100 shot		\$356.50	\$356.50
Category Shell Count: 835				\$2,599.70

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Silver Spike		\$11.70	\$23.40
2	White ring pattern		\$11.70	\$23.40
3	Crown to glittering		\$22.30	\$66.90
9	Glittering willow waterfall	glitter tail	\$22.30	\$200.70
8	Golden wave to crackling crossette		\$22.30	\$178.40
2	Assortment M of 20 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$230.00	\$460.00
1	Assortment P of 10 pairs (20 shells) of J&M Brand shells	mixed tails	\$230.00	\$230.00
2	Assortment Q of 20 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$230.00	\$460.00
Category Shell Count: 124				\$1,642.80



J&M Displays Proposal for: Village of Williams Bay LIONS CORN AND BRAT FESTIVAL

Main Event

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
4	Glitter crossette	flower crown tail	\$37.70	\$150.80
2	Assortment U of 10 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$210.00	\$420.00
2	Assortment A Of 20 different J&M Brand shells ELECTRIC FIRE		\$420.00	\$840.00
2	Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE		\$420.00	\$840.00
Category Shell Count: 104				\$2,250.80

5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Glittering willow	glitter tail	\$61.40	\$61.40
1	Assortment H of 15 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$540.00	\$540.00
1	Assortment K of 15 different J&M Brand shells (low fallout) ELECTRIC FIRE	mixed tails	\$540.00	\$540.00
1	Assortment N of 15 different J&M Brand shells ELECTRIC FIRE		\$540.00	\$540.00
1	Assortment T of 15 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$540.00	\$540.00
1	Assortment W of 15 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$540.00	\$540.00
Category Shell Count: 76				\$2,761.40

5 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
1	Ghost shell blue		\$72.35	\$72.35
1	Ghost shell green		\$72.35	\$72.35
1	Ghost shell white		\$72.35	\$72.35
1	Lemon ghost peony		\$72.35	\$72.35
1	Orange ghost peony		\$72.35	\$72.35
1	Red ghost peony		\$72.35	\$72.35
Category Shell Count: 6				\$434.10

6 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Aqua chrys with gold willow to white strobe ring with delayed crackle pistil		\$86.80	\$86.80
1	Crown to glittering		\$86.80	\$86.80
1	Assortment A of 9 different Patriotic shells ELECTRIC FIRE		\$530.00	\$530.00
1	Assortment C of 9 different J&M brand shells ELECTRIC FIRE	mixed tails	\$530.00	\$530.00
1	Assortment N of 9 different J&M brand shells ELECTRIC FIRE	mixed tails	\$530.00	\$530.00
1	Assortment Q of 9 different Long Duration J&M Brand Shells ELECTRIC FIRE	mixed tails	\$530.00	\$530.00
1	Assortment W of 9 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$530.00	\$530.00
Category Shell Count: 47				\$2,823.60

8 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Brocade crown to silver time rain		\$179.60	\$179.60
1	Glittering willow		\$179.60	\$179.60
1	Glittering willow waterfall		\$179.60	\$179.60
2	Purple to green to white flashing		\$179.60	\$359.20
Category Shell Count: 5				\$898.00



J&M Displays Proposal for: Village of Williams Bay LIONS CORN AND BRAT FESTIVAL

Main Event

8 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
1	3D embroider flower		\$299.45	\$299.45
Category Shell Count: 1				\$299.45
Section Shell Count: 1198				

Finales

6 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Nishiki kamuro to white strobe		\$119.70	\$239.40
Category Shell Count: 2				\$239.40

3 Inch Finales

Quantity Name		Rising Effect	Price	Total
12	Rainbow 10 Shot finale chain	mixed tails	\$139.80	\$1,677.60
6	Spiderweb 10 Shot finale chain		\$139.80	\$838.80
Category Shell Count: 180				\$2,516.40

4 Inch Finales

Quantity	Name	Rising Effect	Price	Total
3	Spiderweb 8 shot finale chain		\$221.15	\$663.45
Category Shell Count: 24				\$663.45
Section Shell Count: 206				

Miscellaneous

Racks

Quantity	Name	Rising Effect	Price	Total
3	Carpet runner (12" X 200') for covering racks		\$30.00	\$90.00
Category Shell Count: 0				\$90.00

Ignition Items

Quantity	Name	Rising Effect	Price	Total
505	Igniter 3 meter leads		\$1.95	\$984.75
Category Shell Count: 0				\$984.75
Section Shell Count: 0				

8% Free for Early Payment



J&M Displays Proposal for: Village of Williams Bay LIONS CORN AND BRAT FESTIVAL

8% Free for Early Payment

Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
1	Quick crackling crossette		\$216.80	\$216.80
Category Shell Count: 49				\$216.80

6 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Flashing willow with lemon and purple scatter		\$86.80	\$86.80
Category Shell Count: 1				\$303.60

6 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
1	1/4 peony w/crossing circles & crackling pistil (top fused)		\$119.70	\$119.70
1	3D ghost peony w/silver tail		\$119.70	\$119.70
1	Aqua ghost peony		\$119.70	\$119.70
1	Aqua to crackling ghost peony		\$119.70	\$119.70
1	Blue to green to crackling ghost peony		\$119.70	\$119.70
1	Nishiki kamuro to white strobe		\$119.70	\$119.70
1	Reddish gamboge to purple swimming		\$119.70	\$119.70
Category Shell Count: 7				\$1,141.50

10 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	1/2 peony w/crackling pistil w/blue chrys. tail		\$277.25	\$277.25
Category Shell Count: 1				\$1,418.75
Section Shell Count: 58				

15% Free for Multiple Year Agreement

3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
6	Color 10 Shot finale chain	silver tail	\$139.80	\$838.80
Category Shell Count: 60				\$838.80

4 Inch Finales

Quantity	Name	Rising Effect	Price	Total
6	Color (rainbow) 8 shot finale chain	mixed tails	\$221.15	\$1,326.90
Category Shell Count: 48				\$2,165.70

10 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
1	Crackling nishiki kamuro		\$510.10	\$510.10
Category Shell Count: 1				\$2,675.80
Section Shell Count: 109				



J&M Displays Proposal for: Village of Williams Bay LIONS CORN AND BRAT FESTIVAL

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Fireworks Price:	\$20,553.05
Discount:	\$2,846.55
Subtotal Fireworks:	\$17,706.50
Sales Tax:	
Local Sales Tax:	
Insurance Processing:	\$2,500.00
License and Permit:	
Shoot Fee:	\$2,000.00
Delivery:	\$1,000.00
Musical Firing:	
Shoot Cost:	
Barge/Pontoon Fee:	\$1,793.50
Total Price of Show:	\$25,000.00

Total Shot Count:	1647
Packing Check:	705
Date of Display:	08/10/19
Customer Number:	12222

Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$17,706.50 Fireworks Subtotal

\$1,418.75	8% Free for Early Payment
\$2,675.80	15% Free for Multiple Year Agreement
\$4,094.55	Total Free

Total Value of Show is \$31,941.10. Your Price is \$25,000.00

Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.



VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE MONDAY, MARCH 10, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Parker at 6:49pm

Roll Call

Trustees Parker, D'Alessandro, and Wright.

Also Present: President Duncan, Trustees Umans and Vlach, Interim Administrator Bretl, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Police Lieutenant Kostock, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Wright/D'Alessandro motion to approve meeting minutes of February 10, 2021. Unanimously carried.

Recommendation from the Protective Services Committee to find a source of funding for the hiring of one additional full-time Police Officer

The Committee reviewed Staffing Analysis completed by Richard Tuma, owner of Bay Public Safety Concepts and Solutions, LLC. The Protective Services Committee reviewed the study at their meeting on February 22, 2021 and it was their recommendation was to hire an additional full-time officer and have the Finance & Personnel Committee discuss how to fund their recommendation. After lengthy discussion, it was the consensus that the costs for an additional officer could not be accommodated in the 2021 budget. Further discussion was held regarding levy limits and if spending cuts could be made in other areas of the budget. It was the consensus of the Committee that a referendum would be needed to increase the levy. Research will be needed on the referendum process.

Recommendation from the Protective Services Committee to find a source of funding of \$3,000.00 to purchase three new squad rifles

D'Alessandro/Wright motion to recommend Village Board approval to fund the purchase of three new squad rifles from contingency. Unanimously carried.

Application of T-Mobile to upgrade certain equipment on the Olive Street water tower

Snyder recommended approving T-Mobile's request to upgrade their equipment of the Olive Street water tower and notify them that the tower will be repainted in 3 years. Wright/D'Alessandro motion to recommend Village Board application of T-Mobile to upgrade certain equipment on the Olive Street water tower. Unanimously carried.

Austin Pier Service Contract

Discussion was held regarding the 1-year contract proposal from Austin Pier Service for spring in the amount of \$16,400. Wright/D'Alessandro motion to recommend Village Board approval of the 1-year contract. Wright/D'Alessandro withdrew motion and direction was provided to have Administrator inquire with Austin about contracting for installation only.

Parker/D'Alessandro motion to convene in closed session pursuant to the exemption contained in section 19.85(1)(e) of the Wisconsin Statutes for the purpose of conducting other specified public business whenever competitive or bargaining reasons require a closed session.

Roll Call Vote: Parker-Aye, D'Alessandro-Aye, Wright-Aye. Unanimously carried.

D'Alessandro/Wright motion to enter into closed session at 7:44pm pursuant to the exemption contained in section 19.85 (1)(e) of the Wisconsin Statutes for the purpose of considering other specified public business whenever bargaining or competitive reasons require a closed session.

-Contract for Building Inspection Services

Roll Call Vote: Parker-Aye, D'Alessandro-Aye, Wright-Aye. Unanimously carried.

D'Alessandro/Wright motion to reconvene into open session at 8:06pm. Unanimously carried.

Possible discussion of/action for those items discussed in closed session

D'Alessandro/Wright motion to proceed as discussed in closed session. Unanimously carried.

Adjourn

D'Alessandro/Wright motion to adjourn at 8:07pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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



VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, MARCH 31, 2021 AT 4:15 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Parker at 4:20pm

Roll Call

Trustees Parker, D'Alessandro, and Wright.

Also Present: Trustee Umans, Interim Administrator Bretl, Treasurer Peternell and Police Chief Timm.

D'Alessandro/Parker motion to convene in closed session at 4:22pm pursuant to the exemption contained in section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Employee tuition reimbursement request
- Establish pay rates for certain Village seasonal workers

and pursuant to the exemption contained in section 19.85(1)(e) of the Wisconsin Statutes for the purpose of conducting other specified public business whenever competitive or bargaining reasons require a closed session.

- Building Inspection Contract - Professional Building Inspections, Inc.

Roll Call Vote: Parker-Aye, D'Alessandro-Aye, Wright-Aye. Unanimously carried.

D'Alessandro/Wright motion to reconvene into open session at 5:07pm. Unanimously carried.

Possible discussion of/action for those items discussed in closed session

No action taken; items deferred to the Village Board meeting on April 5, 2021.

Approve Public Works seasonal staffing plan

Peternell discussed the request from the Director of Public Works to add an additional employee for the summer at 8 hours/week. Peternell stated that the hours can be accommodated with some of the hours budgeted for Richard Mehring. D'Alessandro/Wright motion to recommend Village Board approval of hiring an additional summer employee at 8 hours/week utilizing some of the hours budgeted for Richard Mehring. Unanimously carried.

Hiring of Beach/Launch attendant(s)

Discussion was held that starting wages have not been determined and will be discussed at the Village Board meeting on April 5, 2021. Approval of submitted application deferred until April 5, 2021.

Adjourn

D'Alessandro/Wright motion to adjourn at 5:13pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this May 1st 2021 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, as agreed to by the parties).

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 bibb 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 (50) total Initial inspections and up to (62) total inspections over a (2) two 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 50 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 2021** 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 the original term (or renewal term), unless either party provides written notice of termination not less than sixty (60) days prior to the expiration of the initial term (or any such renewal term), this Agreement shall automatically renew for a one (1) year term Any increases in pricing for each of the renewal terms will be equal to the Consumer Price Index as measured in the Detroit-Warren-Dearborn area at the time of renewal or 4%, whichever is less.
- 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 **\$348.00** per month, **\$4,176.00** annually for a **two (2)** year contract period totaling **\$8,352.00**.
- 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 regarding records related to 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 dispute between the parties, with both parties consent, may be settled by arbitration in accordance with the applicable rules of the American Arbitration Association. Any arbitration award or determination shall be final and binding and any court of competent jurisdiction may enter a judgment on such award which shall be enforceable in the same manner as any other judgment of the such court. 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 Street
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
Its: Regional Sales Representative



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 70,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ 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 370 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.



PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this May 1st 2021 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, as agreed to by the parties).

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.

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- 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 bibb 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)** total Initial residential inspections and up to **(478)** total residential inspections over a **(2) two** 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 **456** 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.



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- 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 2021** 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 the original term (or renewal term), unless either party provides written notice of termination not less than sixty (60) days prior to the expiration of the initial term (or any such renewal term), this Agreement shall automatically renew for a one (1) year term Any increases in pricing for each of the renewal terms will be equal to the Consumer Price Index as measured in the Detroit-Warren-Dearborn area at the time of renewal or 4%, whichever is less.
- 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 **\$1,242.00** per month, **\$14,904.00** annually for a **two (2)** year contract period totaling **\$29,808.00**.
- 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 regarding records related to 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 dispute between the parties, with both parties consent, may be settled by arbitration in accordance with the applicable rules of the American Arbitration Association. Any arbitration award or determination shall be final and binding and any court of competent jurisdiction may enter a judgment on such award which shall be enforceable in the same manner as any other judgment of the such court. 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 Street
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
Its: Regional Sales Representative



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 70,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ 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 370 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.

