



## VILLAGE OF WATERFORD PUBLIC WORKS & UTILITIES COMMITTEE

April 20, 2020, 4:00 pm  
\*Held via Teleconference\*

1. **Call to Order**
2. **Roll Call**
3. **Comments and Correspondence**
4. **Public Appearances**
5. **Reading and Approval of Min: 02.17.20 PW&U**
6. **Special Event Permits: Waterford River Rhythms**

### **New Business**

1. **Review of clean up expense for Hypro; Consider an appropriate motion for action.**

Director's report.

### **Adjournment**

#### **Public Notice**

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-421-4457 or at [zjackson@waterfordwi.org](mailto:zjackson@waterfordwi.org). It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Staff at 262-534-7912, or by writing to the Village Administrator at the Village Administration Building, 123 N. River St, Waterford WI, 53185 Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 123 N. River St, Waterford WI 53185 during operating hours. (8 a.m. – 5 p.m. weekdays).

Posted: 04/17/20; 1:00 p.m.

VILLAGE OF WATERFORD  
Public Works & Utilities Committee Meeting Minutes  
February 17th, 200

1  
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3  
4  
5 Chair Baker called the meeting to order at 4:02 pm.

6 Present: Mike Baker, Pat Goldammer, Don Houston, Fred Koeller, Jordan Karweik

7  
8 Also present: Colleen Schauer, Alysa Robbins, Jim Bergles, Kathy Lindbloom, Bob Nash, Zeke Jackson,  
9 Rick Huening

10  
11 Minutes: Motion by Houston to approve the 1-20-2020 minutes. Second by Goldammer. All aye. Motion  
12 carried.

13  
14 Baseball: Representatives from Waterford Youth Baseball spoke to their planned renovations for  
15 Diamond's 1, 2 and 3 at Whitford Park. Motion by Houston for Waterford Youth Baseball to go out and  
16 get quotes for the proposed renovations for Whitford Park and bring them back to the committee.  
17 Second by Koeller. All aye. Motion carried.

18  
19 Whitford: Rick Huening spoke to needed fencing repairs at Whitford Park, Diamond #1 being the  
20 highest priority. Waterford Youth Baseball will work with Rick and DPW to bring back quotes.

21  
22 AW: Judy Gambrel spoke to Absolutely Waterford's Design Committee's Old Settlers Cemetery  
23 Restoration Project. Motion by Goldammer to support Absolutely Waterford's Design Committee's  
24 Old Settlers Cemetery Restoration Project. Second by Houston. All aye. Motion carried.

25  
26 Basement: Alysa Robbins and Kathy Lindbloom spoke to the proposed remodel of Village Hall into a  
27 rental hall for events. Motion by Karweik to approve preliminary plans for the basement renovation.  
28 Second by Koeller. All aye. Motion carried.

29  
30 Marina: Houston spoke to plans for a proposed Village Marina. Motion to approve preliminary plans for  
31 the Village Marina and to recommend approval to the Village Board with plans and bids. Second by  
32 Koeller. All aye. Motion carried.

33  
34 Kayaks: Motion by Koeller to approach the Library Board to discuss kayak and canoe rentals. Second by  
35 Houston. All aye. Motion carried.

36  
37 Benches: Motion by Koeller to approve the garbage receptacle and benches as shown at the meeting for  
38 downtown and future park space. Second by. All aye. Motion carried.

39  
40 Park: Motion by Baker to approve the creation of Waterford's smallest park and to have the Waterford  
41 Graded Schools suggest ideas for a name. Second by Houston. All aye. Motion carried.

42  
43 Nature preserve: Motion by Koeller to approve a controlled burn in the 16-acre nature preserve not to  
44 exceed \$5,975 with the caveat that we approach the Waterford Fire Department to discuss this as a  
45 training opportunity. Second by Houston. All aye. Motion carried.

46  
47 Furnace: Motion to table discussion on new DPW furnace by Houston, Second Koeller. All aye. Motion  
48 carried.

49  
50 Motion by Koeller to adjourn at 6:23 pm. Second by Goldammer. All aye. Motion carried.  
51

52 Respectfully submitted by  
53 Colleen Schauer, PIO

For office use only			
COPIES			
8 DPW	11 VB		
SIGNATURES			
OIC	DPW	ADMIN	
AFTER APPROVED			
Original – Clerk			
Conv.	APPLICANT	DPW	OIC

**VILLAGE OF WATERFORD**  
**123 N. RIVER STREET**  
**WATERFORD, WI 53185**  
**PH: (262) 534-3980**  
**SPECIAL EVENTS PERMIT APPLICATION**

**Special Event:** As defined by Chapter 188 of Village Code this term includes, but is not limited to, whether for profit or not, outdoor festivals, flea markets, fun runs, bicycle races, walkathons, marathons, outdoor gatherings on non-residential property involving the use of temporary structures, and other similar type activities that do not seek a permanent site or business location and are of such a nature as to be acceptable to the general public with regards to health and safety features and the conduct of the special event participants.

To allow sufficient time for processing, please file with the Clerk at least **sixty (60) days prior** to the scheduled date of the special event.

Name of Event: **Waterford River Rhythms**

Date(s) of Event: **6/4, 6/18; 7/2, 7/16; 7/30, 8/13; 8/27** Start Date: **6/4** End Date: **8/27** Name of

Organization (list out contact information for all partners, officers and directors if the organization is a partnership or corporation): **Waterford River Rhythms, Inc.**

Address: **240-24 Marina Court** City: **Waterford** State: **WI** Zip: **53185**

E-Mail Address of applicant: **asikora@wdtweb.com**

Contact Person (Day of event): **Al Sikora**

Address: **240-24 Marina Court** City: **Waterford** State: **WI** Zip: **53185**

E-Mail: **asikora@wdtweb.com** Cell Phone: **414-916-3726**

Time event will begin: **6:30pm (setup begins at 3:00pm)** Time event will end: **9:30pm**  
 (equipment tear down done at 10:30pm approx.)

**Site plan information.** Attach a detailed map/diagram of the event and indicate the location of the following: event vendors (e.g. food, alcohol); parking accommodations (on and off site); proposed road closures; signage, emergency vehicle access. (same as last year)

Estimated attendance at the event: **500** (Note: more than 50 people requires approval from the Public Works Committee and Village Board)

Will there be outdoor music at the event? Yes  No \_\_\_\_\_ Hours/days: **3 approximately**


Will alcoholic beverages be served? Yes \_\_\_\_\_ No

\* Please see the Village Clerk for alcoholic beverage requirements, 262-534-3980.

Other submittal items:

- ❖ Proof of event notice sent to neighboring property owners two weeks prior to the event.
- ❖ Banner Permit and/or signage submission including the number, type and required property consent if placed on private property.
- ❖ Proof of current insurance for events with more than 50 people (to be accepted and approved by the Village Administrator)

The applicant agrees to indemnify and save harmless the Village from and against all liabilities, claims, demands, judgments, losses, and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, including both parties hereto and their employees, arising from the holding of such special event.

Signature of applicant: 

Date: **April 9, 2020**

**For Office Use Only**

1. Application will be received by the Clerk and a copy distributed to the Officer in Charge.
2. Officer in Charge will provide comments/approval and forward to the Public Works Superintendent.
3. Public Works Superintendent will provide comment/approval and forward to the Village Administrator.
4. If more than 50 people anticipated, the Village Administrator will forward the application to the Public Works Committee for a recommendation to the Village Board.
5. Village Board will review the application if necessary.
6. After approval the Village Clerk shall retain original comment/approval form and send one copy to applicant.

\_\_\_\_\_ Approved: Yes No  
 Officer in Charge Date

Auxiliary police requested: \_\_\_\_\_

Sheriff's Department notified: \_\_\_\_\_

Permit comments/requirements of approval:

\_\_\_\_\_ Approved: Yes No  
 Public Works Superintendent Date

Public Works Committee Approved: Yes No n/a Date \_\_\_\_\_

Signs Approved: Yes No n/a Date \_\_\_\_\_

Permit comments/requirements of approval:

\_\_\_\_\_ Approved: Yes No  
 Village Administrator Date

Village Board Approved: Yes No n/a Date \_\_\_\_\_

Proof of Insurance Approved/Obtained: Yes No n/a Date \_\_\_\_\_

Permit comments/requirements of approval:



## Quote Proposal

**Customer Number:** 0111053917  
**Policy Number:** A745850 00

**Quoted Policy Term:** 06/02/2020 to 08/28/2020  
**Date Quoted:** 03/23/2020

**Customer Name and Address:**

Waterford River Rhythms, Inc  
240 Marina Ct  
Unit 24  
Waterford, WI 53185

**Agency Name and Address:**

STEFFENS INSURANCE GROUP INC  
PO BOX 100  
WATERFORD, WI 53185  
262-534-2727

48877

**Thank you for the opportunity to provide a quote.**

**See below for a summary of premiums quoted. Refer to additional pages for more details.**

This quote proposal is based on the underwriting and rating information provided to date, including deductibles and retention. Please keep in mind this quote proposal may be subject to additional rating, pricing or underwriting considerations, as well as to a loss prevention survey and compliance with its recommendations.

**These rate levels and this quote proposal are valid for 60 days or until the proposed effective date, whichever comes first. 06/02/2020**

Coverage Part	Premium
Commercial General Liability Coverage	\$616.00
Total Premium:	\$616.00
Total Including Taxes, Fees and Surcharges:	\$616.00

Rail Minazetdinov  
Phone: 608-410-3327 | Fax: 1-800-320-1622  
Email: rminazetdinov@wbmi.com

**This quote proposal is not the insurance contract.  
Only the actual provisions of the issued policy will apply.**



### Binding Instructions

**Customer Name:** Waterford River Rhythms, Inc

**Quote/Policy Number:** A745850

**Quoted Policy Term:** 06/02/2020 to 08/28/2020

Thank you for choosing NSI, we appreciate your business! To ensure that we process your new business correctly, please help us verify the following information:

**Effective Date:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Customer Care Agencies:** Please issue this policy through Customer Care (circle one): **Yes No**

Please issue with the following Payment Plan Option (circle one):

**Annual**

**Down Payment Plus Nine**

**Semi-Annual**

**10 Equal Payments**

**Quarterly**

**12 Equal Payments**

Checks for down payment should be made payable to NSI and sent with your binding instructions to:

PO Box 620976 Middleton, WI 53562

Premiums should be issued per line as follows:

**General Liability** \$ \_\_\_\_\_

**Crime & Fidelity:** \$ \_\_\_\_\_

**Property:** \$ \_\_\_\_\_

**Commercial Auto:** \$ \_\_\_\_\_

**Work Comp:** \$ \_\_\_\_\_

**Inland Marine:** \$ \_\_\_\_\_

**Umbrella:** \$ \_\_\_\_\_

**Liquor Liability:** \$ \_\_\_\_\_

**EPLI:** \$ \_\_\_\_\_

**Directors and Officers:** \$ \_\_\_\_\_

\* Note – Special Events, Hole In One, Games of Chance and Monoline Crime-Bonds must be paid in full at the time of binding.

**Comments:**

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**Loss History:**

- Already submitted with the original application materials.
- Have been ordered from the previous carrier and will be forwarded upon receipt.
- Not applicable – no prior loss history available or this is a new business venture.

WB 2582 01 18



Colleen Schauer <cschauer@waterfordwi.org>

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**Fwd: Close of Hypro.....claim # WM000511910039.....Date of Loss 01/02/20**

1 message

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**Jim Bergles** <jbergles@waterfordwi.org>  
To: Colleen Schauer <cschauer@waterfordwi.org>

Mon, Mar 9, 2020 at 1:20 PM

Hi Colleen,

Add this to the Utility Meeting next week for the flooded basement claim. Hypro.

Thank you,

Jim

**James T. Bergles**

Director of Public Works and Utilities

Village of Waterford, WI

office: 262-534-1861

[jbergles@waterfordwi.org](mailto:jbergles@waterfordwi.org)

----- Forwarded message -----

From: **Douglass Detlie** <DDetlie@ruralins.com>

Date: Mon, Mar 9, 2020 at 11:30 AM

Subject: Close of Hypro.....claim # WM000511910039.....Date of Loss 01/02/20

To: [jbergles@waterfordwi.org](mailto:jbergles@waterfordwi.org) <[jbergles@waterfordwi.org](mailto:jbergles@waterfordwi.org)>

Cc: [rladewig@waterfordwi.org](mailto:rladewig@waterfordwi.org) <[rladewig@waterfordwi.org](mailto:rladewig@waterfordwi.org)>, King II, Bill <[Bill.King@rrins.com](mailto:Bill.King@rrins.com)>

Good morning, Jim—

As discussed, please allow this e-mail to confirm that the Village has agreed to unilaterally address the claim for Hypro wherein in we recommend that claim should be disallowed; thus we have closed the claim.

As further discussed, Jim, this loss involves a water main break where the water flowed at the sanitary sewer main system where the pressure caused a pre-drilled hole to a manhole to collapse; hence, soil and rock and debris was able to enter into the sewer main pipe which ultimately clogged the pipe to cause the sewer back-up into the Hypro building. The Village is not liable for causing the loss, and the Village per WI statute 893.80 would be afforded immunity from damage; thus, our recommendation that the claim be disallowed.

As agreed, given the Village's position to address the Hypro damages, I never made contact with the firm as such would have only confused the matter. However, if your interaction with Hypro suggests we need to get back involved to formally disallow the claim and/or to defend the Village, please advise me such and we can simply re-open the claim to handle accordingly.

Finally, please let me reiterate my suggestion that on future claims that the Village a) not make any sort of commitment to the damaged party, and b) that no specific recommendation of a vendor be offered. In short, if someone sustains damage and asks you or your staff "what to do", simply direct them to the Clerk's office to make a claim, and it will be forwarded to us for handling. Again, please feel free to call me at any time to address whatever damage matter faces the Village, and I will be glad to offer advice from an insurance claims perspective.



Thanks, Jim, and please call me with any questions.....D.

**Douglass A. Detlie**

**Casualty Claims Specialist I**

**Phone: (608) 828-5503**

**Fax: (800) 720-3512**

[ddetlie@statewidesvcs.com](mailto:ddetlie@statewidesvcs.com)

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# VILLAGE OF WATERFORD PUBLIC WORKS AND UTILITIES REPORT



For additional information: <http://www.waterfordwi.org>

Meeting Date: April, 2020

## Directors Report

### COVID19

Public works has been on a split crew for the last three weeks. With Tony Evers over extending the stay at home order, our department is having a hard time keeping up but is completing the needed tasks. One summer employee is not allowed to help during the week by an order from his employer but he can work weekends. The crew that is off will start on cleaning the new 10 Club Park this week. They will be able to maintain social distance from the crew that is scheduled for the week.

### Part Time Help

I have contracted out the Cornerstone Crossing grass and Island maintenance. The labor difference is \$250 a week less than having someone full time as last year. We will only have two part time summer helpers instead of three.

Village Hall and the Public Parking lot on 2nd street will have the spring cleanout this week by Skyline Landscaping.

### Water Department

SUEZ performed the annual visual inspection of water tower 2. Tower passed inspection.

### River Rhythms

The bandshell tent has been washed and repaired. PW will be setting the tent up the middle of June.

### Parks

The ice rink has been disassembled and stored for next year. Playground has been shut down because of COVID19. No buildings are being rented.

### Utility Billing

The new utility program is working better than expected. The only major issue is that I am trying to determine the amount of water sold in 2019 for the PSC report. Having to calculate water sold between Clerkbooks and Munilink has proven to be very difficult. Next year, Munilink will be able to handle the whole report.

### Community Garden

The Village Board approved up to \$8000 for the construction of the community garden at the location of Milwaukee and Main in the old car wash lot. Bob Nash will be leading this project and PW will be assisting.

### 1st & Main Park Area

Public Works has been asked to design a park setting like the one two years ago for the old M o's lot. With the 20-83 construction project operating until July, Cafe 213 being on restricted hours, and social distancing being practice, this task should wait or be planned for the end of the year. Stripping the lot and applying sod could occur this year but it will be in July or August. This only leaves two to three months of use. It may be best to just place clean gravel over the lot and then place our amenities.

Respectfully submitted,

James T. Bergles  
Director of Public Works & Utilities