MEETING NOTICE:
PUBLIC WORKS COMMITTEE FOR VILLAGE OF WINNECONNE

Agenda For:

Monday, March 04, 2019 @ 10:00 a.m. at Municipal Building, Annex Room, to consider:

Public Participation
Communications
Approve Minutes from February 05, 2019 meeting
Operations Progress:
  - Field Supervisor Report – Josh Janikowski/ DPW
  - MCO Report – Brandon Kaufman
  - DPW Report – Kirk Ruetten

Old Business
Village Projects and Priority
  - Update
  - Recommendation

Well and Water Quality
  - Update
  - Discussion
  - Recommendation

Village Leaf Pick-up
  - Discussion
  - Recommendation

Hydrocorp Proposal for CCC Program
  - Discussion
  - Recommendation

Listening Device Proposal
  - Discussion
  - Recommendation

New Business
PSC Documents
  - Update
  - Recommendations

Snow Ordinance Change
  - Discussion
  - Recommendations

Set next meeting date and adjourn
Kirk Ruetten
Public Works Director

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.
MEETING MINUTES:
PUBLIC WORKS COMMITTEE FOR VILLAGE OF WINNECONNE

Minutes For:

Tuesday, February 05, 2019 @ 5:00 p.m. at Municipal Building, Annex Room, to consider:

Public Participation - None
Communications - None
Approve Minutes from January 07, 2019 meeting – Motion by Ruetten, second by Boucher to approve minutes from January 9th, 2019; 2-0 approve.
Operations Progress:

Old Business
Village Hall Corrections
- Update
  - Public Works Director updated Committee that final inspection was approved;
  - Final paperwork for warranties and guarantees are being put together;
  - Final bill of $1,693,661, over budget by $193,661;
  - Questions from public on roof process and expenses Village incurred for the repairs.

Village Projects and Priority
- Update
  - PWD discusses long-term road plan status and introduces Twin Harbor project discussion;
  - Elevation is being adjusted to help with drainage;
  - McMahon Engineer Brad Werner reviews drawings:
    - Utilized comments from the last Public Works Committee meeting;
    - New storm sewer work at 6th Avenue intersection in both the north and southwestern quadrants;
    - Took into account the drainage from 6th, 7th, and 8th Avenues;
    - Storm drains will remain as well as improving mini-storm facilities;
    - Additional ponding at 8th Avenue intersection was brought up by citizens;
    - Channel issues with mud and debris in the storm pipes could also cause the water backup problems;
    - Questions from residents (Al Kreuger, Tom Anderson) on costs for projects;
      - Potential to get on without new curbs or narrowing of street?
      - Reduced expenses with the narrower road?
    - Werner reviewed the geo-grid product and how it will help longevity of road;
    - Both, water, to the right-of-way, and sewer laterals, into the home, are being replaced during project;
    - Question from Kreuger on possibility of narrowing the street but keep the existing curb/gutter;
      - It is their second time paying for a reconstruction and it wasn’t done right the first time;
      - Was low-bid the first time and turned out poor;
    - Werner clarifies that Village takes lowest qualified bidder, allowing them flexibility;
    - Discussion on idea of premature failure vs the traditional life of a roadway being 25-years;
    - Plan moving forward would be to let project in March then work on special assessments for late March;
    - Project should take between 3-4 months;
    - Emergency access will be maintained throughout;
    - Comments from Anderson regarding keeping road the same width as-is;

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.
MEETING MINUTES:
PUBLIC WORKS COMMITTEE FOR VILLAGE OF WINNECONNE

- Werner discusses the idea of slowing traffic with narrower streets;
- Next steps for project and the setting of a special assessment was questioned by Krueger;
- Uniformity and consistency of application is something the Board has been trying to get to noted Public Works Director;
- New estimate with a 37-foot road but only partial curb/gutter replacement would be similar to original plan, but open road up for real issues;
- Lots of discussion over costs savings at which point Boucher comments that there is no "$3,000 savings we can pull out of thin air". It has to be done right, without skimping;
- Committee likes standards that have been set previously but are open to discussion the cost-share;
- Motion by Ruettie, second by Boucher to approve design consistent with current road standards; 2-0 approve;
- Also, a request to have Village Board consider cost-share arrangement to deal with it being the second time for this road.

Well and Water Quality
- Update
  - Public Works Director updated committee on status of Preliminary Engineering Report being submitted to DNR and now time to set public information meetings;
- Discussion
  - Committee sets Public Information dates of March 4th at 11am and March 5th at 5:30pm

Village Leaf Pick-up
- Discussion
  - Tabled

New Business
PSC Draft Rate Study
- Update
  - Public Works Director reviewed Public Service Commission Draft rates and Schenck recommended sewer rates;
  - Public Hearing is on Friday at 10am;
  - Discussion on lowering the sewer rates for a year or two to offset burden of higher water rights. What is the absolute lowest we can go?
  - Will contact Schenck about lowering sewer rates further to help offset water increase;
  - Village has also turned in the "ill never do it again" letter to DNR;
  - Village will go along with increase or else we will have a several month delay, but the ratemake given by the PSC is sound.

Hydrocorp Proposal for CCC Program
- Discussion
  - Public Works Director reviews proposal for Cross Connection Control program;
  - 2-year agreement with decreased prices after second year;
  - Only firm in the state and has good references;
  - Other option is to do it in-house with only 50% participation for commercial/industrial.
- Recommendation
  - Tabled until next meeting.

Listening Device Proposal
- Discussion
  - Public Works Director reviewed proposal for listening device;
  - Other contracts and firms have done it for Village, but this would be made up in one-year of use;
  - PWD will reach out to other communities about joint purchase due to high cost.

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.
MEETING MINUTES:
PUBLIC WORKS COMMITTEE FOR VILLAGE OF WINNECONNE

- Recommendation
  o Tabled until next meeting.

Motion made by Ruetten, second by Boucher to adjourn at 7:30pm until March 4th at 10am; 2-0 approve.

Kirk Ruetten
Public Works Director

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.
March 2019 Public Works Operations Report

Operations:
1. 21 Public Works and Zoning permits to date (listing attached);
2. 11 Service Requests to date (listing attached);
3. 31 Building Permits to date (listing attached);
4. Public Works;
   a. Spring inventory and ordering (cleaning supplies, flags, signs, etc.)
   b. Received the last of the Main St. garbage cans from blasting & painting
   c. Four Water Main Breaks for the Month of February.
   d. Opened compost site for Christmas tree drop off week
   e. Had 1 salting and 6 snowplowing events
   f. Hauled and pushed back snow for additional snow
   g. Prefomed PM’s on Police equipment
5. Grounds/Facilities;
   a. Fixed/repaired boiler issues at Village Hall
   b. Repaired & painted picnic tables and benches (designed ADA spec tables)
6. Water Utility (MCO):
   a. 19 Diggers Hotline Locates to Date (Available at Meeting)
   b. DNR Three-year Sanitary Survey was completed, awaiting results.
   c. PSC Rate Case Public Hearing was completed awaiting results
   d. Cross Connection Inspection are due and Public Information will need to be sent out to all Water customers
   e. Sampled for Radioactively at both Wells for quarter 1 2019 results for 4th quarter 2018 still exceeding gross alpha (Public Notice required)
   f. Lead and Cooper sampling requirements will remain for at least the two more years / Gross Alpha sampling requirements remain at Well# 2
   g. Four Water Main Breaks for the Month of February
   h. Attended the DNR/PSC Pre Application Presentation meeting for Water Quality Issues
7. Waste Water Treatment Plant (MCO):
   a. Sludge press pump is now delayed until late April. A temporary pump is being installed and alternatives are being looked at. Levels are being dealt with via staff.
   b. Sanitary Sewer back-up on S. 2nd Ave due to roots and rags
   c. Covanta has not discharged to WWTP all of January

All work during this period was a combined effort of the entire Public Works Staff.

DPW Report:
- Working with OMNNI Associates and Wis DOT, on Bridge and Main St. Project,
- Working on ordinance updates
- Still following up with questions for the Rate study and the PSC
- Working on Annual PSC Report
- Working with McMahon and CCC on Village Hall Renovation punch list
- Working with engineers for several Village projects to include Twin Harbor Dr., Well upgrades, Hall HVAC, Street and Facility Long Term Planning
- Acquiring prices and quotes for FY 2019 projects and equipment
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<th>Property Address</th>
<th>Type of Work</th>
<th>Dept.</th>
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PROPOSAL
CROSS-CONNECTION CONTROL SERVICES

Village of Winneconne
30 S 1st St
Winneconne WI 54986

July 11, 2018

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp has specialized in cross-connection control, legionella prevention, potable water system safety, and regulatory and corporate compliance. From Fortune 100 firms to small businesses, metropolitan centers to rural villages, we help protect the drinking water for companies and communities across the United States.
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1. INTRODUCTION

1.1. Definitions

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

1.2. Common Cross-Connection Hazards

- Garden Hose connections with missing backflow preventers.
- Water Softener discharge lines directly connected to drain piping.
- Boilers with missing or inappropriate backflow preventers.
- Improperly installed or Backflow Prevention Assemblies missing test documentation.
Toilets with faulty or unapproved anti-siphon fill valves.
- Lawn irrigation systems with missing or inappropriate backflow preventers.
- Restaurant equipment connected to water supply with missing backflow preventers.
- Dental office equipment with missing backflow preventers.
- Fire Sprinkler systems with missing or inappropriate backflow preventers.
- Chemical mixing systems in janitorial closets with missing backflow preventers.

2. PROJECT WORK PLAN

2.1. Purpose of a Cross-Connection Control Program

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

2.2. Meeting the Cross-Connection Control Program Objectives

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

2.3. Stakeholders

HydroCorp recognizes that many different stakeholders will be affected by a Cross-Connection Control Program. The following chart illustrates the various agencies, internal staff and external people that have an impact on overall program success and compliance.
HydroCorp strives to maintain a good working relationship and clearly communicate the goals of a Cross-Connection Control Program with all of the above stakeholders. We understand that our staff interaction in the community and with regulatory agencies is an extension of your positive community image. HydroCorp has maintained an excellent working relationship with local Mayors, City Managers, plumbing and building officials, health inspectors and others in order to provide them with a simple and clear understanding of the impact of a Cross-Connection Control program, regulations and the need to protect the drinking water supply from contamination.
2.4. Cross-Connection Control Plan Components

MUNICIPAL CROSS-CONNECTION CONTROL PROGRAM: ENSURING COMPLIANCE

These are the many cross-connection control program elements surrounding a compliant municipal water system. HydroCorp can help with all of them.

O1 PLAN
- PURPOSE Of Program
- ORDINANCE Legal Authority
- RESPONSIBILITY Coordination with Local Authorities / Planning / Building / Fire / Health
- INVENTORIES and Site Surveys: Isolation / Connection
- COMMUNICATIONS Public Education Notices
- INVENTORY / VERIFY Proper Bidding / Monitoring and Installation
- TRAINING CERTIFICATION Requirements for Survey and Backflow Prevention Assembly Testing Procedures
- HAZARD LEVELS Defensive Measures / All Water / Health
- RE-INSPECTIONS Frequency
- HYDRANTS Usage and/or Fill Station Policies
- ALTERATIONS/ Construction and Changes in Occupancy
- BACKFLOW INCIDENT Response Procedures
- ENFORCEMENT Compliance Actions / Fees / Charges
- PROGRAM BUDGET Funding Sources
- PROGRAM MANAGEMENT In House / Outsourcing / Hybrid
- HAZARD PRIORITIZATION Development and Protection Type

CONSUMER NOTICES
- RECORD KEEPING
- COMPLIANCE REPORTING
- TELEPHONE INQUIRIES
- SOFTWARE PLATFORM

O4 DOCUMENT

HydroCorp, Inc.: The Safe Water Authority 800-699-6681
3. CROSS CONNECTION INSPECTION PROCESS

3.1. Inspections/Surveys

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

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

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

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

3.2. Definitions

- **Initial Inspection** – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard is assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).

- **Compliance Inspection** – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the Initial Inspection to verify that corrective action was completed and meets the program requirements.

- **Re-Inspection** – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (Re-Inspection cycle/frequency to be determined when Plan is developed).
3.3. CCC Program Process

CROSS-CONNECTION CONTROL (CCC) PROGRAM PROCESS - WISCONSIN

Two (2) Main Components of CCC Program
1. Site Survey/Inspection
2. Compliance with State Plumbing Code Chapter SPS 382.41 and Local Cross-Connection Control Ordinance

- Site Survey/Inspection
- Schedule Water Service, Identify Components
- Licensed Summer Made to Schedule and Inspection Notice
- Inspection Complete and System Tested
- Requirements and Existing Devices Accepted

NOTE: Wisconsin -- Department of Safety & Professional Services sends out all EPA testing notices and monitors compliance with EPA testing requirements and EPA registration process by assigning Regulating Object Numbers (ROID) to each assembly. HydroCorp will verify that Backflow Prevention Assemblies have been registered through WI-DRS and have the proper ROID tag affixed to the assembly.

1. Inspection/Survey
2. Assemble Testing

Frequency of Site Survey is Determined by the "Degree of Hazard" (Typically 3-5 years)

- Requirements are forwarded to facility in the form of "Non-Compliance #1 Notice" (30 days allowed for completion)
- Facility provides notification that requirements have been completed and a compliance reinspection is scheduled
- Compliance review is completed

- Requirements are forwarded to water provider in the form of "Shutoff Notice" (30 steps allowed for completion)
- All requirements completed

- Requirements are forwarded to facility in the form of "Non-Compliance #2 Notice" (30 days allowed for completion)
- Completion of Requirement is delinquent
- Facility provides notification that requirements have been completed and a compliance reinspection is scheduled
- Compliance review is completed

- Requirements are forwarded to water provider in the form of "Shutoff Notice" (30 steps allowed for completion)

- BPA verified for proper registration with DRS and Registered Object Number
- Satisfactory Registration

- BPA registration is updated
- Requirements are forwarded to facility in the form of "Non-Compliance #1, and/or #2 Notice" (30 days allowed for completion to register BPA)
- Requirements are forwarded to water provider in the form of "Shutoff Notice" (20 days allowed for completion)

Note: Actual steps and timing shown herein may differ from that actually adopted by city ordinance and are shown for reference only.
3.4. Postal Notification Process - Inspections

POSTAL NOTIFICATION PROCESS - INSPECTIONS

Compliance Tag

Inspection Notice #1

- If building is non-compliant, corrective action instructions sent
- If inspection is denied, reschedule notice is sent

Non-Compliance #1

Reschedule Notice

Non-Compliance #2

Shutoff Notice

(Turn by water pipes)

Tell Free Water Customer Hotline

Public Education Brochure
4. WATER CUSTOMER CARE AND ADMINISTRATION PROCESS

4.1. Program Data

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

4.2. Database Software

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

Standard reports include the following:

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

4.3. Information Technology (I/T)

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

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

4.4. Program Data Backup and Storage

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

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

Further Public Education resources including brochures and video files can be found at http://www.hydrocorpinc.com/resources/links/
5. EXECUTIVE SUMMARY, PROJECT FEES/COST

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

A. Perform approximately 2.16 Commercial, Industrial, Public Authority, Multi-Family inspections annually within the City served by the public water supply for cross-connections. Compliance follow up visits shall be completed by HydroCorp.

B. Inspections will be conducted in accordance with the DNR Water Bureau Cross Connection Control regulations. Inspectors will survey exposed piping and utilize Isolation/Point of Use inventory method of surveying as supported by the State of Wisconsin Plumbing Code – SPS 382.41.

C. HydroCorp will document existing backflow prevention devices and assemblies and verify proper installation and/or suggest corrective actions if devices and/or assemblies need to be installed to prevent cross-connections. Documentation to include make, model, size, manufacturer, serial number, location and regulated object number if applicable. In lieu of surveying residential kitchens and bathrooms, an educational brochure will be provided as allowed by DNR regulation NR 810.15.

D. Notify each building owner prior to each inspection via postal letter with opportunity to schedule a specific time of inspection via the Hydro Corp Inc. Provide ongoing support for water customer scheduling and questions via the Hydro Corp Inc. WI office toll free 800# phone line, fax, or email.

E. Online Appointment page for water customers to make their own appointments

F. Provide Water Utility and building owner with a detailed corrective action report for each non-compliant facility, in most cases, water utility personnel can perform effective follow up compliance inspections.

G. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of corrective action(s) requirements, and general customer service and program education inquiries by an individual trained in Cross-Connection Control Program Management.

H. Generate and document the required program data and compliance status using proprietary Software Data Management Program. Submit comprehensive management reports on a quarterly basis and prepare the State of Wisconsin, DNR Water Bureau Annual Cross Connection Control Program Activity Report.

I. HydroCorp will document size of service, type of service material, sump pumps and if they are connected correctly.

J. Conduct an annual review meeting to discuss overall program status and recommendations.

K. Assist the Village of Winneconne with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.

L. Provide ongoing support via phone, fax, internet, text or email.
PRICING/PROPOSED FEES

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

2 Year Contract: 216 Inspections: $1,132.00 Monthly $13,584.00 Annually $27,168.00 Total

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

Submitted by: HydroCorp – Midwest Regional Office | 2665 S. Moorland Rd., Suite 209 | New Berlin, WI 53151

Tory Averbeck | 608-234-2949 | tony@hydrocorpin.com

Accepted by:

________________________
Utility Representative (Signature)

July 11, 2018

________________________
Printed Name / Title
6. BACKGROUND

6.1. The HydroCorp Promise

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

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

6.2. Company Overview

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

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<tr>
<td></td>
<td>2665 S. Moorland Rd., Suite 209</td>
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<td>New Berlin, WI 53151</td>
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<table>
<thead>
<tr>
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<th>Tony Averbeck</th>
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<tbody>
<tr>
<td>Telephone:</td>
<td>608-234-2949</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:tony@hydrocorpinc.com">tony@hydrocorpinc.com</a></td>
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| Telephone:                | 800.690.6651 or 248.250.5000             |
| Legal Status:             | S-Corporation, 1988 | E.I.D. 38-2810008 |

7. PROJECT REFERENCES

a) City of Marshfield, 1210 S Oak St, Marshfield, WI 54449 | John Richmond, Water Utility Manager, john.richmond@MarshfieldUtilities.org | 715-898-2170

b) City of Chetek, 1125 Railroad Ave., Chetek, WI 54728 | Dan Knapp, Director-Public Works, chetekcs@chibardun.net | 715-924-4236

c) Sturgeon Bay Utilities, 230 E. Vine St, Sturgeon Bay, WI 53235-007 | Cliff White, Superintendent, cwhite@wppienergy.org | 920-746-2820
8. PROJECT TEAM QUALIFICATIONS

Tony Averbeck | New Program Development/Client Relations Manager

Tony has spent most his career in the water industry. He has been with Hydro Corp since 2010. He is responsible for new client development, client retention and assisting clients with their needs in their cross connection control and meter exchange programs in Wisconsin. Previous to this he worked for 31 years at the La Crosse Water Utility. As Office Supervisor, he was responsible for overseeing customer service, billing, meter reading, accounting budget preparation, financial reporting, and cross connection program. Tony has been a member of American Water Works Association for over 30 years. He served as Chair of Wisconsin Section in 2006.

Professional Accomplishments
- Served as AWWA International Director for Wisconsin Section
- Served as Wisconsin Section Chair
- Member and Chair of numerous committees of AWWA Wisconsin Section
- Awarded Leon A. Smith Award in 2009 from AWWA Wisconsin Section
- Awarded George Warren Fuller Award in 2013 from AWWA Wisconsin Section
- Member of Who’s Who in America

Community Involvement
- West Salem Lions Club including serving as President
- West Salem Jaycees including serving as President
- West Salem Park and Rec Committee including serving as Chair
- West Salem Planning Committee
- West Salem Booster Club including serving as President

Scott Mitchell | Operations Manager, Midwest Region - Municipal Division

Scott has been a member of the HydroCorp team since 2012. Previously, he held numerous positions with West Bend Water Utility since 1986 including Plant Operator, Computer Control Supervisor, Water Superintendent and acting Water Manager. He currently oversees operational and administrative services for cross-connection control and water meter installation programs in the HydroCorp Midwest Region. Scott has had extensive training in computer science at Moraine Park Technical College in Fond du Lac, WI and has experience in PLC programming and control systems. In addition, Scott holds the following certifications:

- WI DNR Operators Certificate — Grade 1, #21756
- WI Cross Connection Control Tester License - #1408089
- ASSE 5120 Cross Connection Control Surveyor Certification – 30569
DAVE CARDINAL | Vice President Municipal Division

Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. Experience, Training, Certifications:

- American Backflow Prevention Association (ABPA). MI Chapter, Vice President
- American Society of Sanitary Engineering (ASSE) Series 5000 Proctor
- American Society of Sanitary Engineering (ASSE) Standard #5110 Certified Backflow Prevention Assembly Tester and Standard #5120 -Surveyor | Certification #26905
- Michigan Certified Backflow Prevention Assembly Tester Certification – 2010, Certification #MPCA-26905
- Dale Carnegie – Management Training for Managers 2005
- University of Florida – TREEO Center
  - Cross Connection Control: Survey and Inspection 2003
  - Cross Connection Control: Ordinance and Organization 2003
  - Cross Connection Control Program Manager 2003
- University of Southern California Foundation for Cross-Connection Control and Hydraulic Research – Backflow Prevention Assembly Tester, 1997
Mobile Leak Detection

ALL IN ONE SOLUTION, ACCURATE LEAK LOCATING AND SURVEYING ON A SMARTPHONE

Leakage of treated water from distribution networks is a major problem for Water Utilities. Aging assets, severe weather and water hammers result in a constant battle to manage water loss. To address this challenge, Trimble Water offer a unique family of advanced leak detection capabilities as part of our Trimble Unity solutions.

The Mobile Leak Detection solution is an all in one, innovative mobile leak detection system. The solution brings the smartphone revolution to leak detection. It combines advanced acoustic detection principles with the power of cloud processing for accurate leak correlation and location. It provides leak detection and repair crews with the tools they need to accurately pinpoint and repair leaks enabling efficient leak detection investigations.

The Mobile Kit

Offers all the equipment necessary for professional leak detection, including hand-held sensor, ground sensor, listening stick, correlators and hydrophone sensors.

The kit, when paired with the intuitive GIS/map based mobile application enables three main capabilities:

1. **Listening**
   - Ultra sensitive microphone vibration & sounds for
     - Clear sound "frequency shift" technique enables listening to plastic pipes
     - Provides graphic presentation of frequencies

2. **Correlation**
   - One person operation
     - Automatic leak detection and location
     - Cloud based analysis
     - Enable GIS pipe data integration

3. **Survey**
   - One click operation
     - Automatic acoustic map generation
     - Each sample is represented by intensity number and color
     - Automatic filtering of background noise

4. **Web Application**
   - All measurements are updated and stored in real time on the web
   - An acoustic map of surveyed area highlights suspected leaks location

---

**Key Features**

- **Cost Effective and Easy to Use.**
  Avoid conventional mobile leak detection equipment which is expensive, hard to setup and use.

- **All In-one Leak Detection Solution.**
  Offers all the equipment necessary for professional leak detection, including handheld sensors, ground sensor, listening stick, correlators, hydrophone sensors and software.

- **High Reliability.**
  Raises the bar compared with existing devices. Enables fast, accurate automatic leak surveying and mapping.

- **Reduce Main Burst & Repair Costs.**
  When combined with the Trimble Unity LeakManager solution, detect, pinpoint and repair leaks as they appear before significant damage is caused.
Mobile Leak Detection

MODES OF OPERATION
• Mode 1: Correlation between 2 smartphone-based sensors
• Mode 2: Non-correlated sampling with a single device
• Advanced digital signal processing leak survey by noise logging and GPS-assisted noise mapping
  – Tripod adaptor for hard surfaces
  – Listening stick extension with rounded tip for soft surface (soil, grass) or magnet

SENSOR TECHNICAL SPECIFICATIONS
Acoustic Sensor:
• Piezo type, sensitivity 5V/g
• IP 67
• Temperature range: -10°C to +50°C (14°F to 122°F)
• Magnetic base for connecting to pipes or other infrastructure items
• Cable length to adaptor 1.6m (5.25 feet)
• Li-Ion rechargeable battery provides over 10 hours of continuous usage

Sensor Adaptor:
• Standard 3.5mm audio jack interface to smartphone
• Micro-USB charger connector
• LED indicator confirming connection to phone

Signal Processing:
• Digital 16 bit signal sampling
• Sampling rate: 8-44kHz
• Sensor frequency response: 10-4000kHz
• Correlation synchronization accuracy of <0.5ms

ACOUSTIC LEAK SURVEY
• Leak detection by acoustic measurements
• GPS positioning of sensors on GIS
• Adaptive filtering of interference and external noises
• Graphic equalizer
• Preset filtering for different sensors/locations

CORRELATION
• Automatic correlation leak detection with 2 sensors and 2 smartphones
• Automatic or manual sensor positioning on a map
• Automatic pipe length calculation using sensor location and pipe GIS
• Detection range in metal pipes of up to 300 meters (1,000 feet) between sensors
• Adaptive filtering of signals

WEB AND SMARTPHONE DISPLAY
• Map presentation of all measurements taken per task in the iQuarius™ web platform
• Pipe layer presentation on a map
• Extensive online reporting capabilities

OPERATIONS AND AUDITING
• Task-based project management
• Built-in leak detection report
• Expert online support

SYSTEM PERFORMANCE
• Acoustic correlation leak detection accuracy
• Fixed sensors positioned 300-500 meters (1000-1500 feet) apart
## Quotation

**Bill To:**
Kirk Ruetten  
Villego of Winnecoone  
30 South 1st Street  
Winneconne, WI 54986

**DATE** January 22, 2019

**Quotation valid until:** February 21, 2019

**Prepared by:** TEK

### Comments or special instructions:

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<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
</table>
| 1        | TW-I Quarius Leak Locator 300 Mobile Kit  
2 mobildistening sensors (correlation feat), 2 Hydrophone  
2 ground adapters, 2 headsets, 1 listen stick, hard case,  
1 year of SW subscription / two user, 1 year warranty | $9,000.00  | $9,000.00      |
| 1        | TW_AQS_SW_002 Annual TWO User fee  
Web APP annual subscription (year 2 pay and beyond) | $600.00    | $600.00        |
| 1        | TW-Iquarius - TDC100  
Tribble Rugged Mobile Phone Bundle includes two  
TDC-100 4G Android devices, Includes 36 month warranty  
Customer responsible for Cellular Plans | $2,300.00  | $2,300.00      |
| 1        | Introductory 10% discount | (-1,900)   | -$1,900.00     |

**TOTAL** $10,000.00

**TERMS:** NOTICE, NEW TERMS AND CONDITIONS APPLY. SEE ATTACHED SHEET FOR DETAILS.

**FREIGHT:** _F.O.B._ factory, allowed to jobsite. _X_ Prepay and add to invoice

**START-UP:** 00 day(s) start up is included. Additional start up, if required, will be billed at our standard rate.

**TAXES:** ALL applicable taxes must be added.

**SUBMITTALS:** _to_ weeks after receipt of order

**DELIVERY:** 2 weeks after approval and authorization to proceed.

**DURATION:** This proposal is valid for 30 days after which we reserve the right to review or withdraw.
Tom Kruzick
William/Reid
PO Box 397
Germantown, WI 53022
O: 262-255-5420 / M: 414-339-9099
tom@williamreidltd.com

www.williamreidltd.com
Post Office Box 397 • Germantown Wisconsin 53022 • Toll-Free: (888) 272-1722 • Phone: (262) 255-5420 • Fax: (262) 255-7495
AUTHORIZATION TO PROCEED:

Authorization to proceed with placing the proposed equipment on order must be acknowledged by the return of this document properly executed where required. Such acknowledgment will be considered as your acceptance of this proposal understanding the terms & conditions stated above and at the end of this proposal. No submittals will be started and no equipment will be released to manufacturing prior to our receiving your formal authorized return of this document.

Thank you for the opportunity to provide our proposal. Please do not hesitate to call with any further questions or requirements.

Please be sure to fill in the required “Ship To” information below and return it at the time of placing your order. Failure to do so will result in shipment of the equipment to the Buyers address.

BILL TO: ____________________________________  SHIP TO: ____________________________________

__________________________________________________________________________________________

CONTACT PERSON:

PHONE:

PURCHASE ORDER NUMBER:

SPECIAL MARKINGS:

TAXABLE: Yes / No

TAX ID#:

ACCEPTED:

(Authorized signature)

BY: ____________________________________

Title: ____________________________________

Date: ____________________________________
WILLIAM/REID LTD TERMS AND CONDITIONS OF SALE

TERMS
1. Terms of payment are 100% net due 30 days from "date of shipment & invoice" for all orders less than $100,000.
2. Terms and conditions for orders totaling more than $100,000.00 are based on progress payments as follows:
   A) 10% of net order total due upon delivery of submittal data for review and approval with no retainage allowed.
   B) 10% of remaining net order total due at time of release to production with no retainage allowed.
   C) Entire balance of remaining net order total due within 30 business days after delivery and invoicing with no retainage allowed.

   Start-up services will not be scheduled prior to receipt of full and final payment, with no exceptions.

CONDITIONS
1. General
   Subject to any credit terms which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified on the face hereof, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified herein and BUYER'S PAYMENT OBLIGATION IS NO WAY DEPENDENT OR CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY. Any balance owed by Buyer for 30 days or more after the same becomes due is subject to a 1-1/2% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all storage costs or charges, including reasonable attorney's fees, which Seller may incur with respect to the collection of past due amounts from Buyer.

2. Warranty
   Seller warrants only that said equipment is free from defects in materials and workmanship as set forth in Seller's standard Certificate of Warranty furnished to Buyer at the time of final shipment. Seller makes no other warranty concerning said equipment beyond that set forth in said Certificate and expressly disclaims any warranty of merchantability or fitness for any particular process not described in the applicable drawings and specifications.

   Seller's sole responsibility with respect to any equipment which proves to be defective as to materials or workmanship is either to replace or to repair the same as is set forth in said Certificate of Warranty. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer.

3. Liability of Seller
   Seller is not liable in any event hereunder for any consequential, incidental, or liquidated damages or penalties.

4. Claim Period
   Buyer shall immediately inspect said equipment upon receipt thereof. Seller is not obligated to consider any claim for shortages or non-conformance unless notified thereof by Buyer within 10 days after Buyer's receipt of said equipment.

5. Cancellation
   Should Buyer cancel this agreement without Seller's prior written consent, Seller may, at its option, recover from Buyer a cancellation charge of not less than 20% of the purchase price hereunder.

6. Taxes
   Sale may be subject to state sales tax depending on the state. Gasvoda & Associates requires proof of exemption for all nontaxable sales. Regardless of exemption status, Gasvoda & Associates proposal does not include any sales tax. Payment of any sales tax remains the responsibility of the purchaser.

7. Storage
   If at such time, within or after the estimated shipment period specified on the face hereof, as Seller notifies Buyer that said equipment is ready to be shipped Buyer requests a delay in shipment, Seller may, at its option, agree to store said equipment for a period of time determined by Seller, provided that such agreement will not affect Buyer's obligation to pay in full all invoices as they become due, and provided further that for each month, or portion thereof, said equipment is stored by Seller, Buyer shall pay to Seller as a storage fee an amount equal to 1% of the balance due hereunder.

8. Drawings, Illustrations and Manuals
   Catalog and proposal drawings, bulletins, and other accompanying literature are solely for the purpose of general style, arrangement and approximate dimensions. Seller may make any changes Seller deems necessary or desirable.

9. Insurance
   We have made no allowances for special insurance requirements including but not limited to "Waiver of Subrogation", "FORM GC2010", liquidated damages, or anything beyond what is specifically spelled out as being included herein. We reserve the right to amend our offering for anything required outside of the specific items/services spelled out as being included. An exception must be in writing and authorized by Gasvoda & Associates.

10. Start Up
    NO START UP WILL BE MADE PRIOR TO 100% PAYMENT. Warranty is invalid without authorized start up.

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[Image 0x0 to 792x612]
associated with said usage.

(g) **Termination.** All street privilege permits shall automatically terminate at the end of three (3) months from the date of issuance unless an earlier termination date is specified thereon at the discretion of the Clerk-Treasurer.

(h) **Removal by Village.** In addition to any other penalty imposed, if the owner or occupant of the premises adjoining any lawfully obstructed sidewalk shall remove or neglect to remove such obstruction within twenty-four (24) hours after such notice from the Public Works Department to do so, it shall be the duty of the Public Works Director to remove such obstruction by whatever means necessary. The Clerk-Treasurer who shall enter such costs of removal on the next annual tax roll as a special charge against the property abutting such obstructed sidewalk, and such sum shall be levied and collected as other special taxes against real estate.

**State Law Reference:** Sec. 66.0425, Wis. Stats.

**Sec. 6-2-7 Snow and Ice Removal.**

(a) **Removal from Sidewalks.** Within twenty-four (24) hours after the completion of any fall of sleet or snow, it shall be the duty of the owners and/or the occupants of any lot or parcel of land in the Village of Winneconne to remove, or cause to be removed, the snow or sleet from any and all sidewalks adjacent to the premises of such owner or occupant, and to maintain the same free and clear of snow, ice or blowing snow for the full width of the sidewalk from that period forward.

(b) **Failure to Remove.** In case of failure or neglect of any owner or occupant of any land or parcel of land to remove the snow, sleet (ice) or blowing snow from sidewalks as specified in Subsection (a) within the time set forth in said Subsection and, after twenty-four (24) hours after the cessation of any fall of snow, the owner or occupant has failed to remove such snow from sidewalks as specified in Subsection (a), the Director of Public Works shall remove or cause the snow, sleet (ice) or blowing snow to be removed from any and all sidewalks and cross-sidewalks that may be so neglected by the owner or occupant, and a charge established by the Director of Public Works shall be assessed against the owner or occupant for the cost and expense of moving such snow, sleet (ice) or blowing snow. In the event a property owner has not paid all bills relating to ice or snow removal by the time that real estate taxes and other special charges are levied, the Clerk-Treasurer shall enter in the tax roll as a special tax against the real estate involved the total unpaid charges for ice and snow removal for the previous year. The ice and snow removal charges shall be collected in all respects like other taxes upon real estate and interest shall accrue thereon in like manner.

(c) **Snow and Ice Not to Encroach.** No person shall push, shove or in any way deposit any snow, ice or blowing snow onto any public streets, alley, sidewalk or public lands dedicated to public use except for parcels or lots located where existing buildings are constructed within five (5) feet of the street right-of-way and the sidewalks exist from the Village right-of-way to the curb line and properties fronting Main Street between Second Avenue and Third Street and the sidewalks extend from the building to the curb line. In such instances, the owners, occupants and/or employees of parcels or lots shall be permitted to deposit snow and ice from their sidewalks onto the public streets; for handling and immediate removal by owner, occupant, and/or employees of parcel or lot. Failure to remove snow, ice or blowing
snow within twenty-four (24) hours shall constitute a public nuisance and subject responsible persons to the penalties applicable for violation of Village public nuisance ordinances.

(d) **Enforcement.** All designated Village employees are hereby authorized and directed to enforce the provisions of this Section.

(e) **Continued Violations.** Each twenty-four (24) hour period where a violation occurs shall constitute a separate offense under this Section for enforcement purposes. Repeated violations or subsequent additional accumulations of snow and/or ice shall not nullify any pending notice issued under this Section. Failure to remove snow and ice within twenty-four (24) hours shall also constitute a public nuisance and subject responsible persons to the penalties applicable for violation of Village public nuisance ordinances.

(f) **Abatement after Notice.** Failure of the owner, occupant or person in charge of any parcel or lot to cause the removal of snow and/or ice within the time established under Subsection (a) shall result in a citation being issued to violators and/or the Village causing the removal of said snow and/or ice and billing the cost thereof pursuant to Subsection (g) below.

(g) **Expense.** An account of the expenses incurred by the Village to abate the snow and/or ice hazard shall be kept and such expenses shall be charged to and paid by the parcel or lot owner. Said expenses shall be determined by Public Works Director. Notice of the bill for the removal of snow and/or ice shall be mailed to the last-known address of the owner of the parcel or lot and shall be payable within ten (10) calendar days from the receipt thereof. Within thirty (30) days after such costs and expenses are incurred and remain unpaid, the Clerk-Treasurer shall enter those charges onto the tax roll as a special charge as provided by Sec. 66.0627, Wis. Stats.

(h) **Penalty.** In addition to the provisions set forth in this Section, any person, firm or corporation which violates the provisions of this Section shall be subject to a penalty as provided in Section 1-1-6 of this Code of Ordinances.

*State Law Reference:* Sec. 66.0627, Wis. Stats.

**Sec. 6-2-8  Terrace Areas.**

(a) **Definition.** The definition of "terrace" shall be as defined in Section 6-4-2(c).

(b) **Noxious Weeds; Paving.** All that part of a residential terrace not covered by a sidewalk shall be kept free and clear of all noxious weeds and shall not be paved, surfaced or covered with any material which shall prevent the growth of plants and shall be maintained as a lawn, except in areas specifically approved by the Village Board or its designee. Basketball backstops, statuary, structures, flag poles and/or other objects deemed unacceptable by Village Board or Director of Public Works shall not be placed in the Village terrace area.

(c) **Responsibility to Maintain.** Every owner of land in the Village whose land abuts a Village right-of-way terrace is required to maintain, or have maintained by his/her tenant; the area directly abutting such land as provided in this Section and elsewhere in this Code.

(d) Every owner shall keep mailboxes located on a terrace free and clear of snow.
Cross Reference: Title 6, Chapter 4.

Sec. 6-2-9 Vaults, Cisterns, Wells, Basements, Openings or Other Dangerous Excavations Prohibited.

No person shall have or permit on any premises owned or occupied by him/her any open cisterns, cesspools, wells, unused basements, excavations or other dangerous openings. All such places shall be filled, securely covered or fenced in such manner as to prevent injury to any person and any cover shall be of a design, size and weight that the same cannot be removed by small children.

Any vault or cistern deemed non-functional or dangerous to the safety of others as identified by the Director of Public Works shall be abandoned and/or removed to the satisfaction of Director of Public Works immediately.

Failure of property owner to remove or abandon the structure in accordance with notice requirements, shall result in the structure being removed by the Village under the direction of the Director of Public Works with all costs of removal being assessed to the abutting property owner of record.

Burial vaults or vaults necessary within the definitions of utilities Title 9 or cemeteries Title 8-4 are excluded from this section.

Sec. 6-2-10 Unlawful Dumping on Streets.

It shall be unlawful for any person to deposit or cause to be deposited, dump, sort, scatter or leave any rubbish, stone, wire, earth, ashes, cinders, sawdust, hay, glass, manure, filth, paper, snow, ice, dirt, grass, leaves, construction waste, garbage or other offensive or noxious material in any public street, gutter, sidewalk, alley, or upon any public property or upon any property of another, without the express permission of the owner, the Village and/or occupant thereof. Such unlawful material or obstruction shall be treated as an Obstruction or Encroachment in accordance with section 6-2-5 and may be removed by the Village with the cost thereof billed to the violator pursuant to Sec. 66.0627, Wis. Stats.

Sec. 6-2-11 Obstruction of Public Ditches.

No person shall in any manner obstruct or cause to be obstructed the free passage of water in any public gutter, ditch, culvert, swale or drain or place or cause to be placed any rubbish, dirt, sand, gravel or any other matter or thing so that the same is likely to be carried by the elements into any public gutter, ditch, culvert, swale or drain. Such unlawful material or obstruction shall be treated as an Obstruction or Encroachment in accordance with section 6-2-5 and may be removed by the Village with the cost thereof billed to the violator pursuant to Sec. 66.0627, Wis. Stats.

Sec. 6-2-12 Street Numbers.