



October 17, 2011

John Wright, Deputy Clerk  
Town of New Glarus  
PO Box 448  
New Glarus, WI 53574

Via E-Mail

Re: Assignment/Termination of Building Inspection Services

Dear Mr. Wright:

I am writing to follow up on our conversation of last Friday regarding assignment/termination of building inspection services.

We have requested your approval to assign the current building inspection contract to Mike Fenley. Due to the Town Board's meeting schedule, we have consented to extending the deadline for your decision to November 21, 2011, rather than November 15, 2011, as set forth in our original letter.

If you do not agree to the proposed assignment, we will terminate the contract effective November 21, 2011. Vierbicher will take responsibility for closing out any permit applications that remain open as of that date. If you should not agree to assign the contract, but you find a replacement inspector prior to November 21, 2011, we will agree to terminate the contract at an earlier date.

Please indicate how you wish to proceed, by checking one of the selections provided below, and returning this letter to my attention. If we receive no response to this letter, your building inspection contract with Vierbicher will be terminated effective November 21, 2011. Please feel free to contact me with any additional questions.

Sincerely,

Rod Zubella, PE  
President/CEO

I approve assignment of building inspection services to Mike Fenley effective immediately.

I wish to terminate our building inspection contract effective as of \_\_\_\_\_.

By: \_\_\_\_\_ Date: \_\_\_\_\_

RZ/lf

cc: Mike Fenley

G:\DATA\BUILD INSP\Contract Termination Ltr follow-up-Town of New Glarus 1011.docx