



**Town of Greenville, Outagamie County, WI
NOTICE OF THE SANITARY DISTRICT #2 MEETING**

DATE: Monday, January 14, 2019
TIME: Immediately Following Sanitary District #1
LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

OPENING:

- 1. Call to Order/Roll Call**

PRESENTATIONS & PUBLIC FORUM:

- 2. Public Hearings: NONE**

- 3. Presentations: NONE**

- 4. Public Comment Forum:**

*Members of the public are welcome to address the Sanitary District/Storm Water Utility. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Comment Forum segment of the meeting. **This segment is placed early in the agenda so the public may make their comments prior to any discussion or action by the Sanitary District/Storm Water Utility.** Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. Once the public input segment ends there will be no additional discussion from the audience. The Board may suspend this rule if deemed necessary.*

Note regarding non-agenda Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.

SANITARY DISTRICT #2 BUSINESS AGENDA:

Notice is hereby given that the Greenville Town Board may take action on any item listed within this agenda.

- 5. Consent Agenda:**

(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

- a. Approval of Regular Sanitary District #2 Meeting Minutes, December 17, 2018
- b. Approval of January 2019 Sanitary District #2 Vouchers.
- c. Routine Reports.
 - i. Stormwater Superintendent

- 6. Unfinished Business for Discussion & Possible Action: NONE**

7. New Business for Discussion & Possible Action: NONE

CLOSING:

8. Adjournment

Wendy Helgeson, Town Clerk
Dated/Posted: January 10, 2019



**Town of Greenville, Outagamie County, WI
SANITARY DISTRICT #2 MEETING MINUTES**

DATE: Monday, December 17, 2018
TIME: Immediately Following Sanitary District #1
LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

OPENING:

1. Call to Order/Roll Call

The meeting was called to order at 8:13 p.m.

PRESENT: Jack Anderson, Dean Culbertson, Mike Woods

EXCUSED: Andy Peters, Mark Strobel

PRESENTATIONS & PUBLIC FORUM:

2. Public Hearings: NONE

3. Presentations: NONE

4. Public Comment Forum:

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Note regarding non-agenda Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.

Motion by Jack Anderson, second by Dean Culbertson to close the public comment forum. Motion carried 3-0.

SANITARY DISTRICT #2 BUSINESS AGENDA:

Notice is hereby given that the Greenville Town Board may take action on any item listed within this agenda.

5. Consent Agenda:

(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

- a. Approval of Regular Sanitary District #2 Meeting Minutes, November 12, 2018.
- b. Approval of December 2018 Sanitary District #2 Vouchers.
- c. Routine Reports.
 - i. Stormwater Superintendent

Motion by Jack Anderson, second by Mike Woods to approve the consent agenda.

Motion carried 3-0.

6. Unfinished Business for Discussion & Possible Action: NONE

7. New Business for Discussion & Possible Action:

- a. Approval of the Certificate of Payment #1 and Certificate of Substantial Completion of \$359,148.14 for the construction of 2018 Rain Garden Retrofits on Fairwinds Drive.

Motion by Jack Anderson, second by Dean Culbertson to approve the Certificate of Payment #1 and Certificate of Substantial Completion of \$359,148.14 for the construction of 2018 Rain Garden Retrofits on Fairwinds Drive. Motion carried 3-0.

CLOSING:

8. Adjournment

Motion by Mike Woods, second by Dean Culbertson to adjourn. Motion carried 3-0.

Meeting adjourned at 8:14 p.m.

Wendy Helgeson, Town Clerk
Approved:

TOWN OF GREENVILLE

Payment Approval Report - Stormwater unpaid invoices
Report dates: 12/11/2018-1/14/2019Page: 1
Jan 09, 2019 01:54PM

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
Aegis Corporation				
111	Aegis Corporation	INV4131	crime policy # CCP0055249	56.30
Total Aegis Corporation:				56.30
ARMS, INC.				
4535	ARMS, INC.	0254137	shredding	10.44
Total ARMS, INC.:				10.44
Bassett Mechanical				
155	Bassett Mechanical	6034321C	maintenance contract	164.20
Total Bassett Mechanical:				164.20
BMO Harris Bank N.A. - Payments				
5203	BMO Harris Bank N.A. - Payment	TOWN STMT	5112 7700 0002 3400	532.96
5203	BMO Harris Bank N.A. - Payment	TOWN STMT	5112 7700 0002 3400	59.96
5203	BMO Harris Bank N.A. - Payment	TOWN STMT	5112 7700 0002 3400	25.83
Total BMO Harris Bank N.A. - Payments:				618.75
Brooks Tractor				
201	Brooks Tractor	C54757	equip rental -rain gardens	1,500.00
201	Brooks Tractor	C54759	equip rental -rain gardens	1,800.00
201	Brooks Tractor	C54823	equip rental -rain gardens	1,500.00
201	Brooks Tractor	C54856	credit for equip rental	1,500.00-
201	Brooks Tractor	C54863	equip rental -rain gardens	350.00
Total Brooks Tractor:				3,650.00
Cedar Corporation				
5707	Cedar Corporation	97928	Season Fields stormwater	1,792.04
5707	Cedar Corporation	98211	Season Flds stormwater study	1,827.60
5707	Cedar Corporation	98212	Pro Build/Country Mdws study	2,286.04
5707	Cedar Corporation	98213	STH 15 stormwater study	2,174.48
Total Cedar Corporation:				8,080.16
Cenex Fleetcard				
229	Cenex Fleetcard	167115CL	acct# 3766763	1,183.31
229	Cenex Fleetcard	168707CL	acct# 3766763	123.46
Total Cenex Fleetcard:				1,306.77
Chris Pagels				
237	Chris Pagels	REIMB CLOTH	reimb clothing	173.21
Total Chris Pagels:				173.21
Civic Systems, LLC				
245	Civic Systems, LLC	CVC17365	semi annual software support fees	393.30
Total Civic Systems, LLC:				393.30
Community Insurance				
254	Community Insurance	IN000011526	policy # TPR45028-19	1,381.20

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
254	Community Insurance	IN000011527	workmen's comp	6,611.80
254	Community Insurance	IN000011528	policy# TGL45028-19	211.20
254	Community Insurance	IN000011529	policy# TGL45028-19	3,046.90
Total Community Insurance:				11,251.10
Complete Office				
204	Complete Office	988370	office supplies	1.57
204	Complete Office	989791	office supplies	3.17
Total Complete Office:				4.74
EMC Insurance Companies				
4579	EMC Insurance Companies	D-88600197	acct# 5X23470	3,042.00
Total EMC Insurance Companies:				3,042.00
Fabick Rents				
4789	Fabick Rents	493266	equip rental -rain gardens	1,042.25
4789	Fabick Rents	494313	equip rental -rain gardens	1,806.50
4789	Fabick Rents	495020	pw rain garden	341.50
Total Fabick Rents:				3,190.25
Fastenal Company				
343	Fastenal Company	WIAPP307869	storm water supplies	882.05
343	Fastenal Company	WIAPP307870	storm water supplies	602.20
343	Fastenal Company	WIAPP307878	storm water supplies	49.76
Total Fastenal Company:				1,534.01
Ferguson Waterworks				
348	Ferguson Waterworks	0261068	pw rain gardens	5,516.98
348	Ferguson Waterworks	0261068-1	pw rain gardens	49.11
348	Ferguson Waterworks	0262719	pw rain gardens	994.60
Total Ferguson Waterworks:				6,560.69
Graphic Finishing				
399	Graphic Finishing	36053	winter newsletter	607.07
Total Graphic Finishing:				607.07
Lincoln Contractors Supply Inc				
2026	Lincoln Contractors Supply Inc	M02543	Rotory Laser w/detector	219.00
Total Lincoln Contractors Supply Inc:				219.00
Lunda Construction Company				
5852	Lunda Construction Company	18110100	salvaged aluminum railing	1,854.40
Total Lunda Construction Company:				1,854.40
Marco				
687	Marco	INV5908437	town hall copies	12.22

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
Total Marco:				12.22
Mc Mahon Associates, Inc.				
636	Mc Mahon Associates, Inc.	0912049	UNPS Rain Garden Retrofits	5,004.00
636	Mc Mahon Associates, Inc.	0912411	UNPS Rain Garden Retrofits	10,296.00
636	Mc Mahon Associates, Inc.	0912721	UNPS Rain Garden Retrofits	900.00
636	Mc Mahon Associates, Inc.	0912721	UNPS Rain Garden Retrofits	900.00
Total Mc Mahon Associates, Inc.:				17,100.00
Mcc, Inc				
637	Mcc, Inc	152511	stormwater projects	372.92
637	Mcc, Inc	156263	pw rain gardens	6,930.33
637	Mcc, Inc	156764	pw rain gardens	5,747.86
637	Mcc, Inc	157306	pw rain gardens	1,717.91
Total Mcc, Inc:				14,769.02
Menards				
643	Menards	90301	rain garden supplies	7.10
Total Menards:				7.10
Michels Materials				
4115	Michels Materials	362930	crestview mini-storm	1,172.41
4115	Michels Materials	363402	crestview mini-storm	219.03
4115	Michels Materials	363879	crestview mini-storm	387.65
4115	Michels Materials	364436	pw rain gardens	395.77
4115	Michels Materials	364898	pw rain gardens	124.08
4115	Michels Materials	365229	pw rain gardens	227.29
Total Michels Materials:				2,526.23
Northeast Asphalt, Inc				
700	Northeast Asphalt, Inc	RETURN FIN	return financial guarantee	41,500.00
Total Northeast Asphalt, Inc:				41,500.00
Office Technology Group				
5238	Office Technology Group	220731	IT service contract	149.60
5238	Office Technology Group	221200	dpw computers	1,190.12
5238	Office Technology Group	221267	30 hr block IT labor	315.00
Total Office Technology Group:				1,654.72
Outagamie County Treasurer				
718	Outagamie County Treasurer	1017281	general/winter maintenance	6,877.44
Total Outagamie County Treasurer:				6,877.44
Proclean Janitorial Services,				
764	Proclean Janitorial Services,	STMT DEC201	Cleaning for Dec 2018	156.66
Total Proclean Janitorial Services,:				156.66

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
Schenck SC				
874	Schenck SC	SC10196057	progress billing audit 2018	975.00
Total Schenck SC:				975.00
Superior Chemical				
973	Superior Chemical	213308	cleaning chemicals	21.46
Total Superior Chemical:				21.46
Time Warner Cable				
1021	Time Warner Cable	708075801121	10404-708075801	47.86
1021	Time Warner Cable	708130301121	10404-708130301	6.05
1021	Time Warner Cable	715640501120	10404-715640501	7.18
1021	Time Warner Cable	603810901122	10404-603810901	86.17
Total Time Warner Cable:				147.26
TLB Wood Products Corp.				
1035	TLB Wood Products Corp.	18-1488	rain garden	1,624.50
Total TLB Wood Products Corp.:				1,624.50
Town of Greenville				
2045	Town of Greenville	362785	110058200	815.52
2045	Town of Greenville	366471	110375200	32.95
2045	Town of Greenville	366472	110375300	32.95
Total Town of Greenville:				881.42
Tuckaway Storage				
4841	Tuckaway Storage	RETURN FIN	financial guarantee returned	1,200.00
Total Tuckaway Storage:				1,200.00
United Cooperative				
5312	United Cooperative	TOWN STMT	acct# 5248390	14.00
Total United Cooperative:				14.00
Verizon Wireless				
1108	Verizon Wireless	9819446018	acct#685970983-00001	48.35
1108	Verizon Wireless	9819446019	acct#685970983-00002	19.15
Total Verizon Wireless:				67.50
Vinton Construction Company				
5845	Vinton Construction Company	CERT FOR PY	Rain garden retrofits -Fairwinds	359,148.14
Total Vinton Construction Company:				359,148.14
WE Energies				
1135	WE Energies	3871142632 D	grp bill# 3871-142-632	184.49
1135	WE Energies	5254287230 N	strmwtr grp bill# 5254-287-230	382.96
Total WE Energies:				567.45

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
Grand Totals:				491,966.51

MEETING: Town Board
DATE: January 14th, 2018

AGENDA ITEM #: SD2 - 5ci
ACTION TYPE: Discussion Only



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Chris Pagels, Stormwater Superintendent
Date: January 14th 2019
RE: Stormwater Superintendent Report

ACTION TYPE: All items discussion only.

BACKGROUND & SUMMARY: This report lists some of the general items that were worked on or completed during the month of December. With weather, vacations and holidays the second half of December, most of the projects involve administrative tasks.

1. **Sump pump orders issued for N1448 Westhaven Drive:** to move sump pump discharge from rear of property to front roadside ditch. Sump water discharge did not meet Town ordinances and was causing issues to a private sanitary system directly south of this property. Have discussed this with property owner and will discuss all options to meet compliance.
2. **N677 Communication Drive:** Dredged approximately 150 lineal feet of ditch on the north side of Airport Park Drive to correct a business sump pump discharge from a loading dock area to function properly.
3. **Drafting Spring Road Dredging DNR Application:** Will complete work prior to Town Road project later this summer.
4. **Dredging Permits (various projects):** Had preliminary meeting with DNR to discuss various dredging projects, timelines and specific wetland questions in regards to permit submittal. Each dredging project impacts wetlands as wetlands are in or along any of the proposed dredging locations. Under the 2016 DNR policy guidance for permit submittal, wetland delineations are required for each dredge site. I'm seeking to not have to perform wetland delineations and assume it's all wetland (most is anyway). Stormwater Utility would save minimally around \$5,000 per project for each DNR permitted dredge and disposal site.
5. **MS4 Annual Report:** Downloaded and started compiling 2018 annual report information. Will have completed by February Board Meeting for Town Board Review.
6. **Jennerjohn Field of Dreams Subdivision:** Pre-Construction meeting held 1-4-19. Stormwater Pond to be constructed before Utilities/Site Mass grading.
7. **Draft DNR TMDL Update:** Submitted draft letter to DNR that the Town is working on a compliance plan update for the Lower Fox River TMDL which will also at some point include the Pool Lakes, Upper Fox and Wolf River. A Cedar Corp proposal will be presented to the Town Board for approval.

Action Items:

1. **Pebble Ridge Retention Pond:** This project will be a part of a larger plan to fix Pebble Ridge Pond Flooding issue, comply with water quality requirements and to correct flooding near Zebra Tech off of Levi Drive which occurred in early September. An on-site meeting will take place in early October to discuss all options and begin preliminary concepts for corrective action. All grant opportunities will be explored for part or in whole. **Updated (Nov)** discussed with Cedar Corp of the many issues and opportunities to meet objectives. Had some preliminary discussions with the Outagamie County Drainage Board on their future policy implementation regarding fees. This project is temporarily postponed until a Drainage District flood study is completed by Outagamie County consultant OMNNI. This study may or may not have an impact on the proposed Town's project.
2. **TMDL for Lake Winnebago, Upriver Pool Lakes and Fox/Wolf Rivers:** (Dec) Updated. I just recently learned about the kind of wasteload allocations that are going to be implemented for the Rat River/Bear Creek (Everglade Swamp) Watersheds. This also happens to be where most of our residential development is located. I will be attending some workshops/meetings to gather information, but I will say it appears this is the next evolution of stormwater that is being forced down. Similar to the early 2000's when we went from no water quality requirements to wet ponds. I hope to have some information for the January meeting, but with the Holidays coming up February is most likely.
3. **STH 15 Dry Pond:** in preliminary study/design, renewed discussions with DNR over Act 183. **Updated (Dec)** All topo work complete. Some of the wetlands to be submitted under the new DNR wetland legislation that took effect July of 2018.
4. **Retention Ponds East of CTY CB:** Part of the Design Drive TIFF project. Still in design process. (Nov) See Community Development Director for additional information regarding potential development opportunities. **(Dec) Updated: McMahon continues to design pond that will meet DNR and County requirements.**
5. **DNR Permitting projects:** See STH 76 drainage mentioned in this document.
6. **Community Park Drainage (Dec) Updated:** cattail growth over the past year is going to cause blockages behind the ballfields. I'm submitting permits to dredge the entire reach of stream.
7. **Rain Gardens on Fairwinds Drive: (Jan) Updated:** Final grant reimbursement submittal to DNR. I still have a few more items to put together that the DNR needs. It'll take a few weeks to receive the \$150,000 reimbursement.
8. **Rain Gardens Public Works Site: (Jan) Updated:** All infrastructure in. DNR allowing grant reimbursement provided plantings are installed this coming spring and documentation is sent.
9. **Lions Park Drainage Correction (western boundary):** To be completed by Town Park staff. **Updated (Jan)** Stone check dams marked. Park staff will complete work. This will help to control gully erosion starting to form and keep sediment from prematurely filling the sediment storage area of the stormwater pond.

10. **Sports Complex Drainage Correction:** DOT has questions and would like Park Master Plan with the amount of storm water coming to STH 96 roadside ditch. **Update: Rettler presented another concept plan for review.**
11. **Season Fields Subdivision mini storm:** (January) **Update: All topo work for entire project area complete. Planning Locate for all Utilities complete. Initial concepts to be discussed at January Stormwater Meeting.**
12. **Country Meadows Pond & Pro-Build Dry Basin (pond west of Post Office on Everglade, dry basin just east of Pro-Build buildings):** **Updated (Dec) All topo work completed. Wetlands to be submitted to DNR for exemption as man-made under new DNR wetland rules that took effect July of 2018.**
13. **Greenville Elementary School detention Basin Repair:** Discussed with Hortonville School District of problem. Engineer is determining if liner, berm reconstruction or some other fix is necessary for repair of water leaking through north berm during storm events. Site work to lead to a corrective action and implementation plan and stamped by an engineer. The berm in question acts much similar to a dam or levee that has a lot of stress placed upon it when full. The issue arises when the small leaks can lead to larger leaks that ultimately result in a catastrophic failure or breach during a large storm event when the basin is full. This scenario can lead to potential private and Town infrastructure damage such as homes flooding and road washouts. (Nov) **Update: Met on-site with engineer and Hortonville School. After reviewing construction plans it became apparent that a few likely scenarios were taking place. Engineer is looking to bore through top of berm to look at soil structure profile. The boring results will tell us if our assumptions are correct and guide a corrective measure to be implemented. (Dec) Update: Core soil borings were taken through berm for analysis. A monitoring well was installed to observe water levels during storm events. Update: (Jan) Additional Town infrastructure (sanitary and water) was submitted to the engineering firm reviewing site. The site will continue to be monitored for likely causes and final corrective design solution.**
14. **Heavenly Drive Drainage issue:** This area received flooding and the Board approved reconstructing a berm/swale modification to prevent water from outside the subdivision from getting into basement window wells and around the foundations of homes. **Updated (Dec) Attempted to start project. A combination of water/soil moisture and very cold temps prevented starting the project. This will get moved to spring of 2019.**
15. **Outagamie County Drainage District:** Attended annual drainage district meeting. Many changes are being proposed and discussed that would have a direct fiscal impact on Town property owners that lie within the District. I will meet with all partners and report back to the Board of my findings. Two areas of Greenville in particular were brought up in complaints to the Drainage Board. Drainage coming off of the Beacon Hills subdivisions and the Business Park. **(Jan) Updated: On-going Town/County staff discussions.**
16. **Jennerjohn Park:** Park staff asked me to walk wooded area east of the stormwater pond for possible trail development. I indicated what type of work can be done, but likely approvals will be needed by DNR for a few areas. I will consult with our local DNR rep Katie Mallum. This area still has some red tape to remove as since the pond was built, the original navigable stream was dried up in the wooded area east of the pond with our storm sewer interceptor down Ricky Lane to Ridgeway Road. **(January) Waiting for DNR to meet me on-site.**
17. **W6564 Quality Drive (Qcomp):** **(Dec) It appears drainage modifications were performed at N982 Craftsman Drive sometime in the past that does not allow drainage water to make it**

to the Town owned Pebble Ridge Stormwater Pond. The Town will meet with property owners to re-establish drainage as storm water backups are occurring in the Town Road Right of Way during storm events that also back up and into a parking lot. It appears that a culvert still exists on the south entrance to N982 Craftsman Drive, though it's buried. The town will pothole/hydraulic dredge in spring to find the culvert inverts. We energies will have to be contacted. They just installed new gas facilities that most likely would be negatively impacted if drainage was restored. Updated (Jan) contacted We Energies. Once snow/ice gone melted enough to gather culvert elevation data, We Energies, that data will be reviewed and compared with the ditch flow-line that need to be re-established. Work likely to be performed May/June pending utility issues.

Upcoming Town led Stormwater Utility during January/February.

1. Easement and right of way brushing/tree removal.
2. Permitting (DNR)
3. RFP for pond, natural managed landscapes, spraying(chemical control) of vegetation
4. Ordinance Updates

STAFF RECOMMENDATION: N/A

POLICY/PLAN REFERENCE(S): Town of Greenville Municipal Code: Chapter 37-8B(4) Responsibilities to the Town Board.

FISCAL IMPACT: N/A

Attachments: none