



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

DATE: Monday, April 8, 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, March 11, 2019.
- b. Approval of April 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:

- a. 2019 Street sweeping contract for services.
- b. Stormwater Planning Grant - governmental responsibility resolution for runoff management grants.
- c. STH 15 and ProBuild detention basins.
- d. Draft Mini-Storm sewer policy.

CLOSING:

8. Adjournment

Wendy Helgeson, Town Clerk
Posted: April 5, 2019



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CLOSING:

8. Adjournment

Wendy Helgeson, Town Clerk
Posted: April 4, 2019

TOWN OF GREENVILLE

Payment Approval Report - Stormwater unpaid invoices
Report dates: 3/12/2019-4/8/2019Page: 1
Apr 04, 2019 09:19AM

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
Bassett Mechanical				
155	Bassett Mechanical	6035059C	maintenance contract	164.20
Total Bassett Mechanical:				164.20
BMO Harris Bank N.A. - Payments				
5203	BMO Harris Bank N.A. - Payment	TOWN STMT F	acct#5112 7700 0002 3400	235.00
5203	BMO Harris Bank N.A. - Payment	TOWN STMT F	acct#5112 7700 0002 3400	16.74
5203	BMO Harris Bank N.A. - Payment	TOWN STMT F	acct#5112 7700 0002 3400	17.05
5203	BMO Harris Bank N.A. - Payment	TOWN STMT F	acct#5112 7700 0002 3400	26.23
5203	BMO Harris Bank N.A. - Payment	GSD STMT FE	acct#5112 7700 0013 9065	54.17
5203	BMO Harris Bank N.A. - Payment	TOWN STMT F	acct#5112 7700 0002 3400	42.25
Total BMO Harris Bank N.A. - Payments:				391.44
Cedar Corporation				
5707	Cedar Corporation	98438	Season Flds project	1,475.00
5707	Cedar Corporation	98439	probuid/ctry mdws project	1,365.02
5707	Cedar Corporation	98440	sth 15 dry det pond	636.50
5707	Cedar Corporation	98692	sth 15 dry det pond	330.00
5707	Cedar Corporation	99004	ProBuild/Ctry Mdws study	6,386.38
5707	Cedar Corporation	99005	STH 15 dry detention pond study	8,006.46
5707	Cedar Corporation	99006	2019 municipal advisory/consultive	875.00
Total Cedar Corporation:				19,074.36
Cenex Fleetcard				
229	Cenex Fleetcard	173357CL	acct# 3766763	407.09
Total Cenex Fleetcard:				407.09
CliftonLarsonAllen LLP				
5906	CliftonLarsonAllen LLP	2065465	2018 audit progress billing	957.00
Total CliftonLarsonAllen LLP:				957.00
Complete Office				
204	Complete Office	66123	envelopes	11.05
Total Complete Office:				11.05
ESRI				
3003	ESRI	93532437	arcgis sftwr maint	3,750.00
Total ESRI:				3,750.00
Lincoln Contractors Supply Inc				
2026	Lincoln Contractors Supply Inc	M13628	railing	25.16
Total Lincoln Contractors Supply Inc:				25.16
Marco				
687	Marco	INV6149013	town hall copies	515.35
Total Marco:				515.35

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
Mc Mahon Associates, Inc.				
636	Mc Mahon Associates, Inc.	0913698	UNPS Rain Garden Retrofits	2,090.00
636	Mc Mahon Associates, Inc.	0913356	General stormwater	3,709.00
Total Mc Mahon Associates, Inc.:				5,799.00
Mcc, Inc				
637	Mcc, Inc	160853	stormwater projects	438.98
Total Mcc, Inc:				438.98
Menards				
643	Menards	147	cleaning supplies	2.74
Total Menards:				2.74
Office Technology Group				
5238	Office Technology Group	224607	IT service contract	149.60
5238	Office Technology Group	225860	IT service contract	152.40
Total Office Technology Group:				302.00
Postmaster				
758	Postmaster	FEE RENEWA	permit#3 -1st class presort,mktg mail	117.50
Total Postmaster:				117.50
Proclean Janitorial Services,				
764	Proclean Janitorial Services,	STMT MARCH	Cleaning for Mar2019	156.66
Total Proclean Janitorial Services,:				156.66
Riesterer & Schnell, Inc.				
807	Riesterer & Schnell, Inc.	1478264	chainsaw oil -strmwtr ROW work	57.36
Total Riesterer & Schnell, Inc.:				57.36
Robert J. Immel Exc.,Inc.				
821	Robert J. Immel Exc.,Inc.	17488	flood response Heavenly Dr	1,235.00
821	Robert J. Immel Exc.,Inc.	17492	emergency repair culvert/road	5,037.70
Total Robert J. Immel Exc.,Inc.:				6,272.70
Time Warner Cable				
1021	Time Warner Cable	708075801032	10404-708075801	48.19
1021	Time Warner Cable	708130301032	10404-708130301	6.27
1021	Time Warner Cable	715640501031	10404-715640501	7.18
1021	Time Warner Cable	603810901022	10404-603810901	86.17
Total Time Warner Cable:				147.81
Verizon Wireless				
1108	Verizon Wireless	9825273941	acct#685970983-00001	87.44
1108	Verizon Wireless	9825273942	acct#685970983-00002	19.15
Total Verizon Wireless:				106.59

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
WE Energies				
1135	WE Energies	3871142632 M	grp bill# 3871-142-632	292.00
1135	WE Energies	STRMWTR GR	strmwtr grp bill# 5254-287-230	65.13
Total WE Energies:				357.13
YMCA of the Fox Cities				
1205	YMCA of the Fox Cities	CM10181	corp program memberships	19.00
Total YMCA of the Fox Cities:				19.00
Grand Totals:				39,073.12

MEETING: Town Board
DATE: April 8, 2019

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: April 8, 2019
RE: Stormwater Superintendent Report

ACTION TYPE: All items discussion only.

BACKGROUND & SUMMARY: This report lists the major items that were worked on or completed during the month of March:

1. Town of Greenville Roadway Ditch/ROW and Easement Drainage Policy as agenda item
2. Flood Response: Town PW and Fire responded to multiple flooded structures for sandbagging operations, clearing drains, excavating snow (Heavenly Drive), closing down overtopping roads during the major melting event.
3. Mayflower Road south of West Spencer: Determined that no storm sewer exists to hook up a sump pump discharge (curb cut) into Mayflower Road.
4. DNR planning grant submittal for Board Review
5. Craftsman Drive just north of Quality Drive. Located buried culvert in driveway. Performed topographical survey of drainage area in question to determine best course of action. Will be meeting with each property owner to discuss options.
6. Putting together RFP for Town Owned Stormwater Ponds, Managed Natural Landscapes and Stream Spraying. Not ready, postponed due to flood response and aftermath of requests.
7. Leading up to and prior to the actual major melt/flood we opened up drains, excavated ditches, pushed back snow/ice where we could in anticipation of flooding. We sent out reminders via social media to the public to do what they could around their homes and businesses to alleviate flooding potential.
8. Met with Cedar Corp and other governmental units to discuss Pro-Build and STH 15 basin. Very productive meeting to help meet permit requirements and project goals.
9. Starting to take enforcement action now that snow has exposed lack of erosion controls on construction sites.
10. Parks Department Tree Bid also included the Trees/shrubs that will be installed at the Public Works rain garden along Parkview Drive. The lowest bid came out to \$2,337.50. This material will be held at Wolfrath's until we are ready to perform final landscaping. I anticipate to use Marshland Transplant for the small perennial plant tray plugs to finish out the planting for both PW rain garden basins. Total cost for Marshland Transplant will be around \$1,000.
11. STH 15 Basin/Pro Build Basin agenda item.

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

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Attachments:

1. Public Works North Rain Garden Plant Order

Qty.	Tree	B&B or Bareroot	Size	Price per plant	Total
7	Gold Star Potentilla (Sub Goldfinger) <i>Potentilla Fruticosa 'Gold Star'</i>	3 Gallon		\$ 29.99	\$ 209.93
12	Abbotswood Potentilla (Sub McKay White) <i>Potentilla Fruticosa 'Abbotswood'</i>	3 Gallon		\$ 29.99	\$ 359.88
5	Amber Jubilee Ninebark <i>Physocarpus Opulifolius 'Jefam'</i>	3 Gallon		\$ 29.99	\$ 149.95
6	Blizzard Mockorange (Sub Minn. Snowflake) <i>Philadelphus Coronarius 'Blizzard'</i>	5 Gallon		\$ 49.99	\$ 299.94
11	Snow Dwarf Mockorange <i>Philadelphus Coronarius 'Snow Dwarf'</i>	3 Gallon		\$ 29.99	\$ 329.89
8	Autumn Magic Choke Berry <i>Aronia Melanocarpa 'Autumn Magic'</i>	3 Gallon		\$ 29.99	\$ 239.92
3	Black Hills Spruce <i>Picea Glauca Densata</i>	B&B	4'	\$ 169.99	\$ 509.97
2	Prairiefire Flowering Crab <i>Malus 'Prarifire'</i>	B&B	2" Cal.	\$ 349.99	\$ 699.98
18	Norman Spirea (Sub Little Princess) <i>Spiraea Japonica 'Norman'</i>	3 Gallon		\$ 29.99	\$ 539.82
72	Grand Total of Plant Material				\$ 3,339.28

Discount 30% -\$1001.78

(\$1,001.78)

Total

\$2,337.50

MEETING: Town Board
DATE: April 8, 2019

AGENDA ITEM #: SD2 - 7a
ACTION TYPE: Approval/Denial



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Brian Rickert, Public Works Director
Date: April 8, 2019
RE: 2019 Street Sweeping Contract

ACTION TYPE: This item is for possible Town Board Approval/Denial.

BACKGROUND & SUMMARY: We gathered three quotes for the 2019 Street Sweeping within the Curb and Gutter Section of the Town. Outagamie County and Precision Sealcoating Inc. submitted quotes that include both labor and equipment. Sunbelt Rentals quote is only for the cost of renting the piece of equipment, labor would be at the Town's expense. Sunbelt Rentals was the highest at \$149.38/hr then Outagamie County at \$125.00/hr and Precision Sealcoating Inc. was the lowest with \$95.00/hr.

Precision Sealcoating is not only the lowest bidder but already has a good working relationship with the town. They have also performed the town's street sweeping operations for the past few years with limited to no issues.

STAFF RECOMMENDATION: Staff recommends the Board approve as proposed. If the Board is in agreement, the following motion may be made: ***"Motion to approve the contract with Precision Sealcoating Inc. for 2019 street sweeping services."***

POLICY/PLAN REFERENCE(S):

1. Town Purchasing Policy – Adopted August 2017

FISCAL IMPACT:

Is there a fiscal impact? Yes, \$15,200
Is it currently budgeted or planned? Yes
Amount budgeted: \$13,500
Account #: 630-8311-290

###

Attachments:

1. Precision Sealcoating Inc. Quote
2. Outagamie County Quote
3. Sunbelt Rentals Quote

Date: 2/16/2019

TO: Town Of Greenville (WI) W6895 Parkview Drive P.O. Box 60 Greenville, Wisconsin 54942	FOR: 2019 Street Sweeping Quote Contact: Brian Rickert Phone: 1-920-757-7276 Fax: 1-920-757-0543
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DESCRIPTION	AMOUNT
<p><u>Description Of Work To Be Performed</u></p> <p>For The Towns 2019 Sweeping Season</p> <p>Quote: For Regenerative Street Sweeping of Streets, Roads or Parking Area's Debris To Be Dumped At The Town Of Greenville In the Towns Designated Area To Included The Use Of Water At Towns Area For Regenerative Sweeping</p> <p>Quote Price Per Hour</p> <p>To Included Listed Above: Regenerative Street Sweeper</p> <p>After Acceptance Will Need Maps & Estimate Of How Many Sweepings Will Be Invoiced After Every Sweeping Is Complete</p> <p>Once Signed I Will Get You A Copy Of My Insurance As Additional Insurer</p> <p>Send Acceptance of Bid: <u>X</u></p> <p>Date: _____ Title: _____</p> <p>Precision's Authorized Signature: <u>Bob Wade - owner + S/T.</u></p> <p>Date: <u>2/16/19</u> Title: Precision Sales</p>	<p>Per/HR</p> <p><u>95.00 Per Hr.</u> <u>(B.W.)</u></p>
<p>FEDERAL ID# 39-18-14017 STATE ID# 514407</p>	<p>TOTAL</p>

*Make all checks payable to: Precision Sealcoating Inc.
Payment is due within 30 days of Invoice upon completion.
Payments not received when due will incur a late payment charge that will be computed at the rate of 18% APR.
If you have any questions concerning this please contact
Bob Wedde Owner
(920) 229-3306*

Thank You For Your Time !!!!!



N6450 River Road
Princeton, WI
54968

PHONE (920) 229-3306
FAX (920) 295-6709

Ericka Maertz

From: Brian Rickert
Sent: Thursday, March 28, 2019 8:39 AM
To: Ericka Maertz
Subject: FW: Street Sweeping
Attachments: 18.04.09 Street Sweeping Memorandum.pdf

[See below.](#)

Brian Rickert, P.E.
Director of Public Works
[Town of Greenville, Wisconsin](#)

This message may contain confidential information that is legally privileged, and is intended only for the use of the parties to whom it is addressed. If you are not an intended recipient, you are hereby notified that any disclosure, copying, distribution or use of any information in this message is strictly prohibited. If you have received this message in error please notify me at (920) 757-7276 or by reply e-mail. Thank you.

From: Johnson, Chad L. <Chad.Johnson@outagamie.org>
Sent: Tuesday, March 26, 2019 10:57 AM
To: Brian Rickert <brickert@townofgreenville.com>
Subject: Street Sweeping

Brian

Our hourly rate for our street sweeper with an operator is approximately \$125.00.
Any questions, let me know.

Thank You

Chad Johnson
Patrol Superintendent
Outagamie County Highway Department
920-832-5678



- Height clearance as low as 6'6"
- 2.4 cubic yard hopper
- Ideal for parking lots

1 Day:
\$1,195 USD

1 Week:
\$4,500 USD

4 Weeks:
\$9,250 USD

FIND NEAREST LOCATION

GET A QUOTE

MEETING: Town Board
DATE: April 8th, 2019

AGENDA ITEM #: SD2 - 7b
ACTION TYPE: Approval/Denial



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Chris Pagels, Stormwater Superintendent
Date: 4-8-19
RE: **WI DNR UNPS&SW Program Planning Grant Application and Governmental Responsibility Resolution.**

ACTION TYPE: Approval/Denial

BACKGROUND & SUMMARY: The Town of Greenville is preparing to submit a UNPS&SW Program – Planning Grant Application (form 8700-299A R 09/18) to the Wisconsin Department of Natural Resources to cost-share with the Town of Greenville all Stormwater Planning related activities outlined in the Grant Proposal. The Town budgeted \$5,000 in the 2019 Stormwater Operational Budget to indicate to the WI DNR the level of commitment to the grant requirements. This grant, if awarded, would start in 2020 and last for a maximum 2-year term. This planning related grant would assist the Town in meeting TMDL (Total Mass Daily Load) TSS (Total Suspended Solids) and TP (Total Phosphorous) pollution reduction goals for the Rat River and Bear Creek Watersheds. Bear Creek Watershed has the majority of Greenville's residential development, most of which was built before water quality requirements were put into place. Rat River Watershed is rapidly urbanizing with residential and commercial development. Most of the existing development within the Rat River Watershed was built before water quality requirements. By performing planning activities in these two watersheds, the intent is to meet TMDL TSS and TP water quality goals, by planning through ordinance changes, evaluation of new and existing stormwater infrastructure and exploring the concept of Stormwater Water Quality Trading.

The following aspects will be performed by the Town's Consultant Cedar Corp:

1. Update Stormwater, Subdivision, Conservation and Low Impact Development Ordinances to reflect TMDL Town-Wide pollution reduction goals.
2. Update November 18th 2016 Town Stormwater Management Plan's wasteload allocations within the Rat River and Bear Creek watersheds to reflect reductions of TSS (Total Suspended Solids) and TP (total phosphorous) within each.
3. Evaluate stormwater trading with Ag partners within Greenville. Because of the high cost of land and Airport Operations Area in the eastern side of Town for existing development, the Town intends to explore options of working with willing farm community members within the Town's largely agricultural area to the west. This same area also is known for forming a State recognized Agricultural Enterprise Area within Town borders. The Town would evaluate establishing practices such as buffer strips along streams, stream restorations, wet ponds, wetland creation and other types of Best Management Practices to help the Town meet WI DNR/EPA pollution reduction mandates.

4. Update Stormwater Mapping.
5. Evaluate SWPPP or Storm Water Pollution Prevention Plans for all Town owned facilities.

STAFF RECOMMENDATION: Staff recommends the Board approve Governmental Responsibility Resolution and to apply for Wisconsin Department of Natural Resources UNPS&SW Program Planning Grant Cost Sharing and if grant is awarded, to commit Stormwater Utility funds of approximately \$45,000-\$50,000 to satisfy grant fiscal requirements.

POLICY/PLAN REFERENCE(S): Town Purchasing Policy – Adopted August 2017

FISCAL IMPACT: The Town budgeted \$5,000 for grant submittal in our 2019 Stormwater Operation Budget. If the grant were awarded to the Town of Greenville, the cost-sharing rate is 50% of eligible costs including submittal of the grant request document for a total cost to the Town of Greenville of approximately \$45,000-\$50,000 for 2020-2022.

Attachments:

1. Governmental Responsibility Resolution (must be signed and dated in BLUE INK ONLY)
2. Draft Grant Document (Cedar Corp)
3. Cedar Services Agreement (signed)

Attachment I: Governmental Responsibility Resolution (GRR)

SAMPLE GOVERNMENTAL RESPONSIBILITY RESOLUTION FOR RUNOFF MANAGEMENT GRANTS

WHEREAS, _____ is interested in acquiring a
(governmental unit applicant)

Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban storm water runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project:

THEREFORE, BE IT RESOLVED, that _____
(applicant)

HEREBY AUTHORIZES _____, _____ to act on
(position title) (department)

behalf of _____ to:
(applicant)

- Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit interim and final reports and other documentation as required by the grant agreement; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ shall comply with all state
(applicant)

and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Adopted this _____ day of _____, 20_____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting on ____ day of _____, 20_____.

Authorized Signature: _____ **Title:** _____

(Signature of the governmental unit's executive officer, for example, Village President, City Mayor, County Board Chair, etc.)

IMPORTANT NOTE: The DNR expects the individual in the position authorized by this resolution to become familiar with the grant program's procedures for the purpose of taking the actions necessary to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, fulfilling grant agreement requirements, carrying out the project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting final report, grant reimbursement forms and documentation, and organizing project files for future compliance monitoring).



Attachment B

Cedar Project No. 5992
Addendum No. 1 - 18
Cedar Release Date: 3/12/19

Town of Greenville Authorization to Perform Engineering/Consulting Services

Services will be performed in accordance with the Agreement for Professional Services, dated March 13, 2018, and Addendum No. 1 dated March 13, 2018, between the Town of Greenville (OWNER) and Cedar Corporation (ENGINEER).

Engineer is hereby authorized to proceed with the project listed below. The engineering/consulting services are to be completed in a timely manner mutually agreeable with the Town and Engineer.

Project: Urban Nonpoint Source Planning Grant Application – TMDL Implementation Plan TMDL Allocations

Description: Assist the Town in the UNPS Planning Grant Application.

Scope of Work	Method of Compensation	Cost Estimate
<input type="checkbox"/> Study/Report	<input checked="" type="checkbox"/> Hourly Estimate	<u>\$ 3,000 - \$3,500</u>
<input type="checkbox"/> Design		
<input type="checkbox"/> Bidding		
<input type="checkbox"/> Project Administration		
<input type="checkbox"/> Resident Engineering - RPR	<input type="checkbox"/> Lump Sum	<u>\$</u>
<input checked="" type="checkbox"/> Additional Services – Grant Application	Total Engineering Estimate	<u>\$ 3,000 - \$3,500</u>

Special Conditions: Schedule to complete the application by April 15, 2019.

Cedar Corporation

By: [Signature]

Title: Director

Date: 3/12/19

**Authorized by
Town of Greenville**

By: [Signature]

Title: Administrator

Date: 3/13/19



Attachment B

Cedar Project No. 5992
Addendum No. 1 - 18
Cedar Release Date: 3/12/19

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<input type="checkbox"/> Design		
<input type="checkbox"/> Bidding		
<input type="checkbox"/> Project Administration		
<input type="checkbox"/> Resident Engineering - RPR	<input type="checkbox"/> Lump Sum	<u>\$</u>
<input checked="" type="checkbox"/> Additional Services – Grant Application	Total Engineering Estimate	<u>\$ 3,000 - \$3,500</u>

Special Conditions: Schedule to complete the application by April 15, 2019.

Cedar Corporation

By: [Signature]

Title: Director

Date: 3/12/19

**Authorized by
Town of Greenville**

By: [Signature]

Title: Administrator

Date: 3/13/19

MEETING: Town Board
DATE: April 8th 2019

AGENDA ITEM #: SD2 - 7c
ACTION TYPE: Approval/Denial



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Chris Pagels, Stormwater Superintendent
Date: 4-8-19
RE: STH 15 and Pro Build Detention Basin

ACTION TYPE: Approval/Denial

BACKGROUND & SUMMARY: Pro-Build Dry Basin and STH 15 Dry Basin are flood control facilities being designed to abate known flooding areas downstream of each respective facility. These two basins, when fully constructed will help with flood control immediately downstream of each facility and also within the Everglade Swamp area. Both of these project areas have prior Town Board approval and were budgeted within the Town's 2019 Capital Improvement Plan.

As a result of preliminary engineering designs, it was found that the STH 15 basin is generating 12,000 cubic yards of excess fill while the Pro Build Basin is deficient and needs 9,000 cubic yards of fill material brought in to build to anticipated final plans. Rather than pay for fill to be brought in to the Pro-Build site or pay for hauling fill away for proper disposal at the STH 15 site, staff feel there would be cost savings if both projects were bid and constructed at the same time.

The excess material from the STH 15 basin site would be transported to the Pro Build site where fill is needed.

The timetable for these projects has not changed. Both projects are moving forward with wetland exemption letters to DNR staff for review based on maximum benefit (flood control) provided vs cost of facility. Once these letters have had approval or denial, there will be certainty to overall final design of each respective facility. Pro Build basin may involve seeking additional stormwater easements if necessary and working with Canadian National Railroad over drainage in Railroad Right of Way. Cedar Corp (Town Engineer) will move immediately into final design once the wetlands, easements and Railroad issues are complete. Final design considerations for both sites are anticipated for completion late this summer. Both sites are anticipated to be bid out later this summer to early fall.

STAFF RECOMMENDATION: Staff recommends STH 15 basin and Pro Build Basin be bid out as one contract with construction occurring simultaneously.

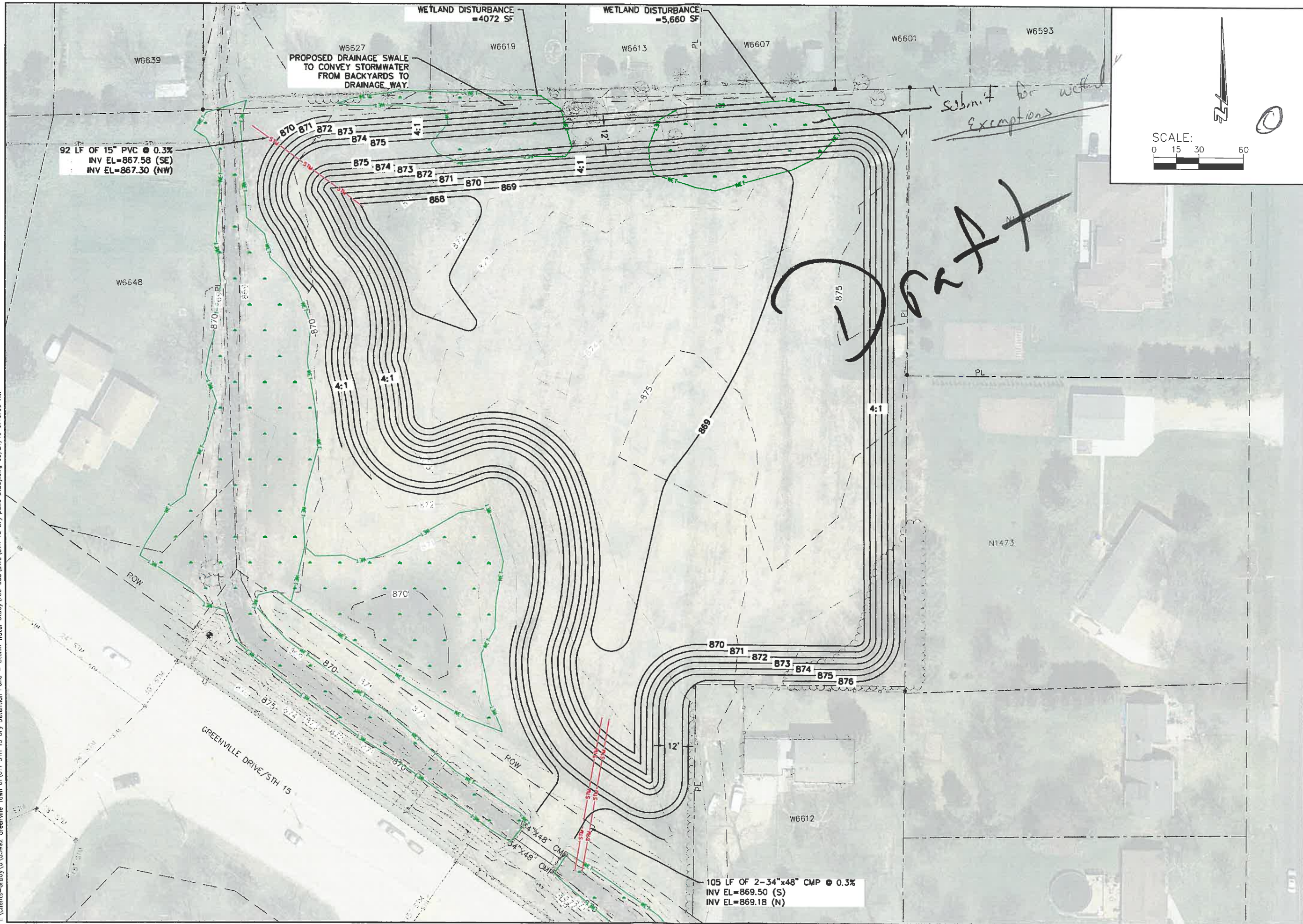
POLICY/PLAN REFERENCE(S): Town Purchasing Policy – Adopted August 2017

FISCAL IMPACT: \$120,000 scheduled for construction of the STH 15 Basin in 2019. \$160,000 was originally budgeted for construction in 2020 for the Pro-Build Basin.

Attachments:

1. STH Basin
2. Pro Build Basin
3. Country Meadows Basin

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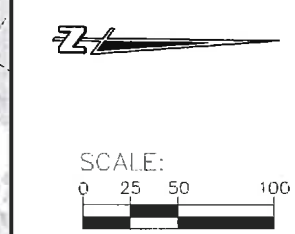
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TOWN OF GREENVILLE
STH 15
STORM WATER STUDY
PROPOSED OPTION #2

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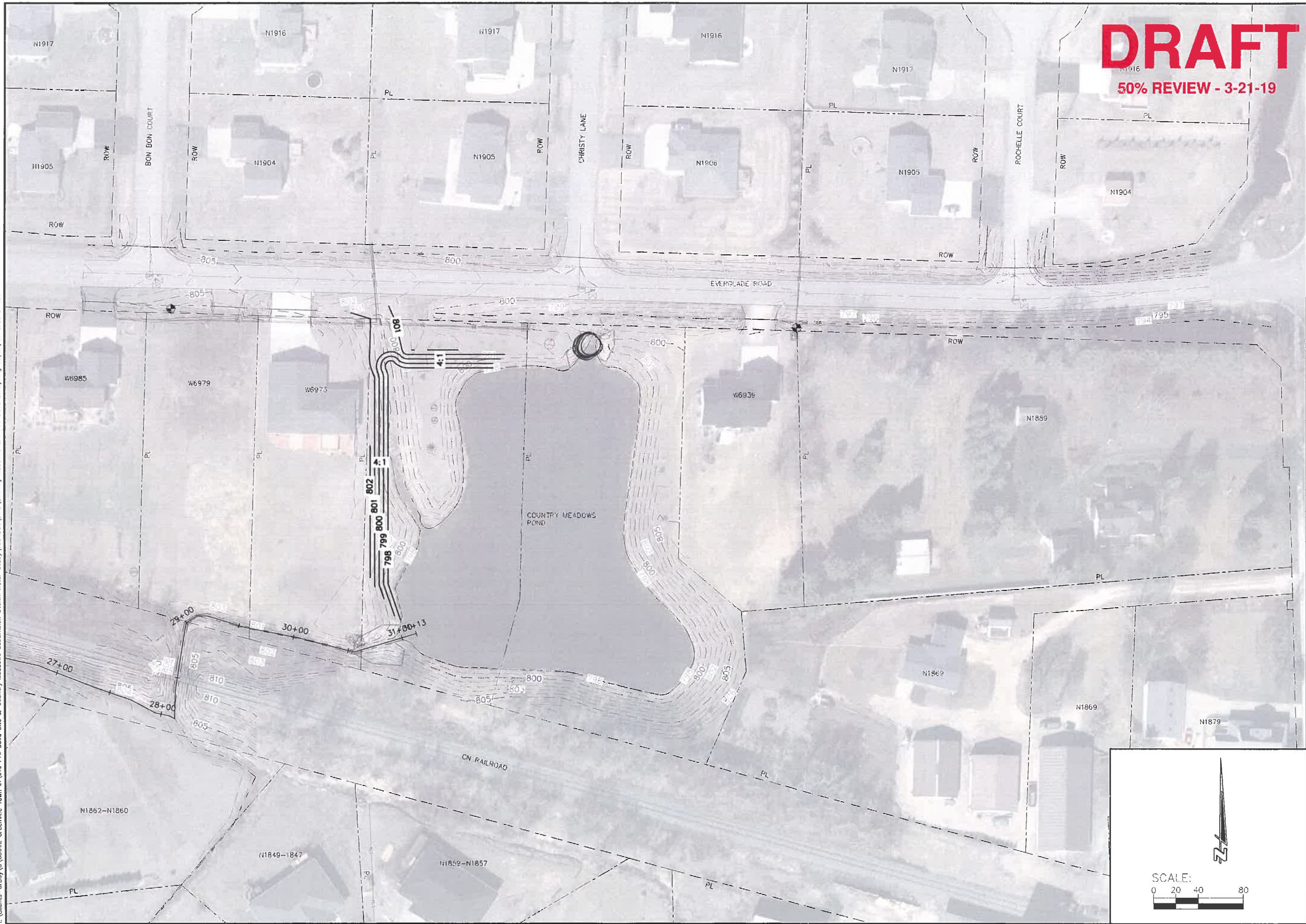
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TOWN OF GREENVILLE
PRO BUILD
STORM WATER STUDY
PRO BUILD POND

SHEET NO.

2 OF 5

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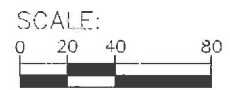
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TOWN OF GREENVILLE
PRO BUILD
STORM WATER STUDY
COUNTRY MEADOWS POND

SHEET NO.
5 OF 5



MEETING: Town Board
DATE: April 8, 2019

AGENDA ITEM #: SD2 - 7d
ACTION TYPE: Approval/Denial



"Town of Greenville"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Chris Pagels, Stormwater Superintendent
Date: April 8, 2019
RE: Right of Way and Stormwater Drainage Easement Policy

ACTION TYPE: Approval/Denial

BACKGROUND & SUMMARY: This policy has been developed at the request of the Greenville Town Board to provide landowners and Town staff guidance on maintenance, use and alterations to roadway ditches/ROW and stormwater easements. The policy will determine in a fair and equitable manner any and all Town financial involvement in regards to drainage issues and the responsibility of maintenance within Town Right of Ways and Stormwater Easements.

The Town Stormwater Utility was formed in the late 1990's to provide finances to meet DNR/EPA water quality mandates, flood control and to aid in repairing existing Town stormwater infrastructure. This policy is specifically developed to focus the Town Stormwater Utility finances on Town of Greenville core responsibilities. Individual property owner responsibilities are discussed within the policy.

STAFF RECOMMENDATION: Staff recommends the Board approve Town of Greenville Right of Way and Stormwater Easement Drainage Policy

POLICY/PLAN REFERENCE(S):

1. Town Purchasing Policy – Adopted August 2017

FISCAL IMPACT:

Each approved project area will have a study performed at approximately between \$4,000-\$7,000 per Town Board Approved Project area. Each project area MUST have prior Town Board approval before any action be taken. It is anticipated very few locations or problem areas under this policy will qualify for Town cost-sharing. Safety and Town resources expended to problem areas are eligible only to the point of the actual cost the Town spends to abate the issue. Greenville Public Works Department will keep track of all expenditures of labor, equipment and materials for the cost computation of each identified project zone.

Attachments:

1. Town of Greenville Right of Way and Stormwater Easement Drainage Policy



Town of Greenville Right of Way and Stormwater Easement Drainage Policy

The following Policy is established to provide landowners and Town staff or designee's guidance on maintenance, use and alterations to roadway ditches and stormwater easements used for drainage and general maintenance with the Town.

1. Purpose: It is the purpose of this policy to:
 - a. Clarify the system of handling roadway ditch, drainage easement and ROW issues;
 - b. Maintain or improve the quality of life of landowners by improving drainage aesthetics and reducing health or safety issues;
 - c. To provide consistency in Town policy over time which anticipates staff, engineering and elected official turnover;
 - d. To reduce individual discretion in dealing with drainage and ROW issues to ensure equal treatment in decision making;
 - e. To encourage use of Town resources and time in areas of greatest need;
 - f. Protect Town investment in roadways and ROW
 - g. Provide public confidence in management of issues and use of taxpayer-funded resolutions.
2. Purpose of Roadway Ditches: Town roadway ditches and ROW perform five primary functions:
 - a. Serve to drain the road base and sub-grade of water.
 - b. Serve to drain surrounding land uses of water.
 - c. Carry collected water to a sufficient outfall.
 - d. Treat and reduce water quantity and quality impacts through vegetation and soil infiltration.
 - e. Assist in winter snow clearing by providing snow storage below the elevation of the road surface.
3. Purpose of Stormwater Easements: Town Stormwater Easements provide conveyance, flood control and treatment functions to meet regulatory requirements. Stormwater easements can contain pipes, culverts, sand filters, open ditches, wet ponds, dry basins and rain gardens.
4. Landowner requirements for Ditch/ROW and Stormwater Easement Maintenance: The Town of Greenville owns all the Town roadway ditches and ROW areas. Landowners adjacent to roadway ditches and ROW are responsible for general maintenance. General maintenance includes mowing, weed removal, brush removal, improvements with no changes to existing grades, culvert replacement with no changes to existing grades and generally keeping the area free and clear of debris. Any weeds or debris within ditches or ROW shall not exceed a height of 8 inches as outlined per Town grass/weed policy. Any culvert cleaning or maintenance under driveways is the responsibility of the landowner.

The Town of Greenville has Stormwater or Drainage Easements on many properties that convey and or treat stormwater for flood control or water quality. Each of these areas are recorded and notes about what can and cannot be done is noted on final plats for subdivisions or site plans. Generally, the responsibility to maintain stormwater easements is the responsibility of the property owner. The Town reserves the right to inspect and repair at owners expense all aspects of the original drainage easement document.

- a. Sump pump locations and discharges: The following rules shall be followed by landowners with regard to sump pump drains.
 - i. No sump pump shall be allowed to discharge onto public roadways, sidewalks or trails.
 - ii. No sump pump water shall be allowed to drain onto a neighboring property or parcel without an easement.
 - iii. Sump pump water is allowed to drain into roadway ditches or drainage easements provided that they are not in a curb and gutter with storm sewer. In the latter case, there is a mandatory connection to the supplied sump pump lateral.
 - b. Roof Drains and Downspouts: The following rules shall be followed by landowners with regard to roof drains and downspouts. These rules are provided to encourage proper stormwater management and proper flood control within all drainage facilities.
 - i. No water shall be allowed to drain directly onto public roadways, sidewalks or trails
 - ii. No water shall be allowed to drain onto a neighboring property or parcel without an easement.
 - iii. No water shall be hard piped directly to discharge to roadway ditch, drainage easement or other Town infrastructure.
 - iv. Water shall first disburse over or under a lawn or vegetated area before reaching a ditch, property line or drainage easement.
 - c. Landowner Maintenance Exemptions: The following area exceptions to this policy.
 - i. Land directly adjacent to the roadway ditch and ROW is actively in agricultural use.
 - ii. Depth of slope of ditch makes maintenance particularly moving hazardous or dangerous.
5. Town requirements for Ditch and ROW Maintenance: The Town of Greenville shall be responsible for general maintenance of Town roadway ditches and ROW areas where land directly adjacent is not occupied by a residential, commercial or industrial structure. Other maintenance or improvements will only be completed by the Town if criteria within section 5 are met. Any remaining areas of the Town which are not maintained by the Town or are exempt from landowner maintenance shall be left in their natural state and monitored for maintenance.
- a. Mowing: Mowing of roadway ditches and ROW will be completed at the discretion of the Town.
 - b. Culvert Cleaning: At the Town's discretion, cleaning or clearing of culverts may be completed as needed to remove blockages and improve stormwater flow. This cleaning shall primarily only be completed on culverts located under Town roads or other easements. Other areas may be looked at on a case by case basis on impacts to Town infrastructure.
 - c. Ditch Filling: Due to the effect of recent water quality changes at the state and federal level, no new tile, concrete liners or stone will be allowed to be installed in Town owned ditches or right of way unless a Post Construction Stormwater Management Facility has

been constructed specifically for that purpose. The exception to this policy would be a ditch that is specifically identified in the Town's Stormwater Management Plan or database as not able to provide treatment due to the extent of permanent standing water.

- d. Mini Storm Sewers: Are a low flow small diameter pipe system built to specifically handle all nuisance sump pump or surface flows from an existing or newly developed area with vegetated Town ROW ditches or stormwater easements. The following statements apply in all areas under consideration for a mini-storm sewer system.
 - i. Area under consideration for a mini-storm must have a drainage study performed to determine projects outcome to be successful to alleviate drainage concern. This study must be approved by the Town of Greenville Town Board.
 - ii. Residents in the affected study or project zone must be notified and a meeting must be held with all parties to discuss proposed project.
 - iii. Sump pump only system. If the system is intended for sump pump only discharges, no surface water will be allowed to enter. All sump pumps within project zone must connect to constructed mini-storm system. All rainwater downspout water to be discharged on the ground surface as called out in Section 3.
 - iv. Combined sump pump and surface water system. All sump pump discharged within project zone must be connected to storm sewer. All rainwater downspout water to be discharged on the ground surface as called out in Section 4.
 - v. All benefitted properties within project zone will be subject to section 5.
 - vi. This section will not apply in areas that have a 5-year CIP (Capital Improvement Plan) or highly likely to become urbanized with curb and gutter in regards to future roadway projects.
 - vii. An adequate discharge point must be developed or identified so as not to materially cause injury to another parcel or property owner.
 - viii. All piped infrastructure outside the Town owned ROW (Right of Way) and or stormwater easements are the responsibility of the property owner.
6. Town Funded Drainage Projects: The Town of Greenville will only fund in part or whole those roadway ditch drainage, easement and ROW issues which meet the following criteria.
 - a. Immediate threat to public health and safety or considered an emergency.
 - b. Threat to public health and safety which could, if left unresolved, lead to an emergency.
 - c. Issue which is recognized as not benefiting just the immediate adjacent residents but the community as a whole.
 - d. Issue is considered a serious detriment to quality of life in the Town and will affect current and future landowners for years to come if not resolved.
 - e. Issue which is recognized as having a water quality benefit in a cost benefit analysis to the Town's MS4 permit compliance.
 - f. Issue which a landowner was required to resolve and has taken no action within the allocated timeframe. Town resolution will initially be funded by the Town and then reimbursed by the landowner.
 - g. Issue is recognized as having a direct benefit to immediate landowners and is a project which should be coordinated by the Town and then reimbursed by those landowners directly benefitting through special assessment or voluntary reimbursement.
7. Improvements completed without Town Approval: Any changes or alterations to Town road ditches or ROW completed by landowners not approved by the Town or expressly allowed as

detailed in this policy may be removed at landowner expense. This may include obstructions such as retaining walls, ditch liners, pipe underdrains and other similar features placed in the Town ROW.

The Town may issue a written notice requiring removal within 30 days of the receipt of the notice or sooner if improvements are detrimentally affecting other landowners. If not removed within 30 days or sooner as indicated, the Town reserves the right to remove any and all improvements and return the area to its original condition. All costs for completing this work may be directly billed back to the landowner and placed on the property tax bill as a special assessment if not paid in full within 6 months. Landowners that are directly contributing to a drainage issue shall be the priority for enforcement. Neighboring landowners that may also be in violation of this policy, but are not direct contributors to the issue may not be required to make changes.

8. Financial Matrix for Town involvement for all Stormwater Projects: Any Town involvement will be heavily based on safety impacts within Town Infrastructure. Public health or a community wide issue of importance may have consideration. Water Quality improvements will be evaluated as a cost/benefit analysis. Aesthetics will play no role within this policy.
 - a. The money spent on an annual basis to abate any safety issue will be used to calculate potential Town financial involvement on a proposed project. Greenville Public Works/Stormwater Utility will have documentation on an annual basis for this computation.
 - b. Water Quality will have an analysis conducted as a cost/benefit to the Town's MS4 Stormwater Permit Compliance.
 - c. Public Health and Community Issue may have consideration even if no actual money has been incurred by the Town. This provision must have Town Board approval.
 - d. The Greenville Town Board must approve of a study for all project areas and must approved of any Town financial involvement in any and all projects.

Issue	Money spent annually by the Town on abatement	Study Conducted	Town Board Approved
Safety			
Public Health			
Community Issue			
Water Quality			