

**TOWN OF GREENVILLE  
SANITARY DISTRICT #2  
REGULAR MEETING AGENDA**

DATE: Monday, January 22, 2018

TIME: Immediately Following Sanitary District #1 Meeting

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

**Agenda**

**1. CALL TO ORDER**

**2. POSTING OF AGENDA/APPROVAL OF AGENDA**

**3. 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 Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes.*

*The Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience. 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.*

**4. 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 27, 2017.
- b. Approval of December 2017 and January 2018 Sanitary District #2 Vouchers.
- c. Routine Reports.
  - i. Stormwater Superintendent

**5. ITEMS REMOVED FROM CONSENT AGENDA(as necessary)**

**6. NEW BUSINESS**

**7. ADJOURNMENT**

Wendy Helgeson, Town Clerk  
Dated/Posted: January 18, 2018

**TOWN OF GREENVILLE  
SANITARY DISTRICT #2 - STORM WATER UTILITY  
REGULAR MEETING MINUTES**

DATE: Monday, November 27, 2017

TIME: Immediately Following Planning Commission Meeting

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

**Agenda**

1. CALL TO ORDER

The meeting was called to order at 6:56 p.m.

PRESENT: Jack Anderson, Andy Peters, Mark Strobel, Mike Woods

EXCUSED: Dean Culbertson

2. POSTING OF AGENDA/APPROVAL OF AGENDA

Motion by Andy Peters, second by Mark Strobel to approve the agenda. Motion carried 4-0.

3. PUBLIC COMMENT FORUM

Motion by Jack Anderson, second by Mark Strobel to close the public comment forum. Motion carried 4-0.

4. 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 (Storm Water) Meeting Minutes, October 23, 2017.

b. Approval of November 2017 Storm Water Utility Vouchers.

Motion by Jack Anderson, second by Andy Peters to approve the Consent Agenda. Motion carried 4-0.

5. ITEMS REMOVED FROM CONSENT AGENDA(as necessary)

6. SUPERINTENDENT REPORTS

7. NEW BUSINESS

8. ADJOURNMENT

Motion by Jack Anderson, second by Mark Strobel to adjourn. Motion carried 4-0. Meeting adjourned at 6:59 p.m.

Wendy Helgeson, Town Clerk

Approved:

TOWN OF GREENVILLE

Payment Approval Report - Stormwater unpaid invoices  
Report dates: 11/14/2017-12/11/2017Page: 1  
Dec 06, 2017 09:33AM

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>Bassett Mechanical</b>				
155	Bassett Mechanical	6031061C	service agreement	164.20
Total Bassett Mechanical:				164.20
<b>BMO Harris Bank N.A. - Payments</b>				
5203	BMO Harris Bank N.A. - Payment	TWN OF GRN	co acct# 5112 7700 0002 3400	934.00
5203	BMO Harris Bank N.A. - Payment	TWN OF GRN	co acct# 5112 7700 0002 3400	95.00
5203	BMO Harris Bank N.A. - Payment	TWN OF GRN	co acct# 5112 7700 0002 3400	10.23
5203	BMO Harris Bank N.A. - Payment	TWN OF GRN	co acct# 5112 7700 0002 3400	39.63
5203	BMO Harris Bank N.A. - Payment	TWN OF GRN	co acct# 5112 7700 0002 3400	268.38
Total BMO Harris Bank N.A. - Payments:				1,347.24
<b>Cenex Fleetcard</b>				
229	Cenex Fleetcard	147996	acct# 376676	203.00
Total Cenex Fleetcard:				203.00
<b>Complete Office</b>				
204	Complete Office	187287	office supplies	6.20
204	Complete Office	188343	office supplies	2.40
204	Complete Office	196594	office supplies	5.16
204	Complete Office	198398	office supplies	1.24
Total Complete Office:				15.00
<b>EMC Insurance Companies</b>				
4579	EMC Insurance Companies	D-78130481	acct:5X23470 renewal	2,471.40
Total EMC Insurance Companies:				2,471.40
<b>ESRI</b>				
3003	ESRI	93362218	GIS software (2018 budget)	3,750.00
Total ESRI:				3,750.00
<b>Jennifer Tovar</b>				
493	Jennifer Tovar	EXP RPT NOV	reimb for conference expenses	38.14
Total Jennifer Tovar:				38.14
<b>Mc Mahon Associates, Inc.</b>				
636	Mc Mahon Associates, Inc.	0908145	GIS Support	624.90
636	Mc Mahon Associates, Inc.	0908291	UNPS Rain Garden Retrofits	154.00
636	Mc Mahon Associates, Inc.	0908327	General Stormwater	51.10
Total Mc Mahon Associates, Inc.:				830.00
<b>NEWSC</b>				
690	NEWSC	1489	Membership	1,100.00
Total NEWSC:				1,100.00
<b>Office Technology Group</b>				
5238	Office Technology Group	201548	Managed Services Bundle	93.00
5238	Office Technology Group	202648	backup unlimited	30.00

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
5238	Office Technology Group	203271	managed services bundle	93.00
5238	Office Technology Group	203746	backupUnlimited Dec	30.00
Total Office Technology Group:				246.00
<b>Oshkosh Community YMCA</b>				
4297	Oshkosh Community YMCA	NOV-17	Jennifer Tovar	19.00
Total Oshkosh Community YMCA:				19.00
<b>Outagamie County Treasurer</b>				
718	Outagamie County Treasurer	1016674	Appletree Ct bridge	11,414.39
Total Outagamie County Treasurer:				11,414.39
<b>Proclean Janitorial Services,</b>				
764	Proclean Janitorial Services,	STMT NOV 20	Cleaning for Nov 2017	162.16
Total Proclean Janitorial Services,:				162.16
<b>Revize LLC</b>				
5441	Revize LLC	6208	annual sftwr subscription	290.00
Total Revize LLC:				290.00
<b>Time Warner Cable</b>				
1021	Time Warner Cable	708075801111	10404-708075801	47.67
1021	Time Warner Cable	708130301111	10404-708130301	5.19
1021	Time Warner Cable	715640501111	10404-715640501	18.88
1021	Time Warner Cable	603810901112	10404-603810901	86.41
Total Time Warner Cable:				158.15
<b>Transcendent Technologies</b>				
5477	Transcendent Technologies	M1790	annual sftwr maintenance	85.00
Total Transcendent Technologies:				85.00
<b>United Cooperative</b>				
5312	United Cooperative	TOWN STMT	acct# 5248390	149.00
5312	United Cooperative	TOWN STMT	acct# 5248390	223.00
Total United Cooperative:				372.00
<b>WE Energies</b>				
1135	WE Energies	GRP BILL NOV	grp bill # 3871-142-632	71.38
Total WE Energies:				71.38
<b>Wisconsin Document Imaging</b>				
1174	Wisconsin Document Imaging	17678	Storm copies	71.65
Total Wisconsin Document Imaging:				71.65
Grand Totals:				22,808.71

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
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Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>Bassett Mechanical</b>				
155	Bassett Mechanical	6031242C	maintenance contract	164.20
Total Bassett Mechanical:				164.20
<b>BMO Harris Bank N.A. - Payments</b>				
5203	BMO Harris Bank N.A. - Payment	TOWN STMT	acct# 5112 7700 0002 3400	32.80
5203	BMO Harris Bank N.A. - Payment	TOWN STMT	acct# 5112 7700 0002 3400	29.07
Total BMO Harris Bank N.A. - Payments:				61.87
<b>Civic Systems, LLC</b>				
245	Civic Systems, LLC	CVC16085	semi annual software support fees	389.00
Total Civic Systems, LLC:				389.00
<b>Complete Office</b>				
204	Complete Office	205888	office supplies	5.81
204	Complete Office	205891	office supplies	.80
204	Complete Office	211414	a/p approval stamps	34.03
204	Complete Office	218579	office supplies	16.78
Total Complete Office:				57.42
<b>Graphic Finishing</b>				
399	Graphic Finishing	34044	Fall newsletter	540.00
Total Graphic Finishing:				540.00
<b>Mc Mahon Associates, Inc.</b>				
636	Mc Mahon Associates, Inc.	0908468	GIS Support	207.30
Total Mc Mahon Associates, Inc.:				207.30
<b>Minnesota Life Insurance Co</b>				
663	Minnesota Life Insurance Co	LIFE INS JAN2	policy # 002832L	17.76
Total Minnesota Life Insurance Co:				17.76
<b>Office Technology Group</b>				
5238	Office Technology Group	204518	managed svcs bundle	93.00
Total Office Technology Group:				93.00
<b>Proclean Janitorial Services,</b>				
764	Proclean Janitorial Services,	STMT DEC 20	Cleaning for Dec 2017	168.14
Total Proclean Janitorial Services,:				168.14
<b>Steve Jack</b>				
5644	Steve Jack	STRAW BALE	strmwtr restoration projects	472.00
Total Steve Jack:				472.00
<b>Time Warner Cable</b>				
1021	Time Warner Cable	TOWN 3177 D	10404-708130301	6.05
1021	Time Warner Cable	TOWN 5563 D	10404-715640501	7.18

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
1021	Time Warner Cable	TOWN 7024 D	10404-708075801	47.48
1021	Time Warner Cable	603810901122	10404-603810901	87.55
Total Time Warner Cable:				148.26
<b>Town of Greenville</b>				
2045	Town of Greenville	202134	110058200	715.14
2045	Town of Greenville	205832	110375200	33.15
2045	Town of Greenville	205833	110375300	33.15
Total Town of Greenville:				781.44
<b>United Cooperative</b>				
5312	United Cooperative	TOWN STMT	acct 5248390	80.00
5312	United Cooperative	TOWN STMT	acct 5248390	6.38
Total United Cooperative:				86.38
<b>UNITEL</b>				
1089	UNITEL	43335	Troubleshoot line issues	4.94
Total UNITEL:				4.94
<b>Verizon Wireless</b>				
1108	Verizon Wireless	9797266694	acct#685970983-00001	57.23
Total Verizon Wireless:				57.23
<b>WE Energies</b>				
1135	WE Energies	GRP BILL DEC	grp bill # 3871-142-632	152.44
1135	WE Energies	STRMWTR DE	grp bill # 5254-287-230	264.60
Total WE Energies:				417.04
<b>Wisconsin Document Imaging</b>				
1174	Wisconsin Document Imaging	20250	copies PW/Storm	63.69
Total Wisconsin Document Imaging:				63.69
Grand Totals:				3,729.67

## October 18<sup>th</sup> /November 23<sup>rd</sup> Erosion and Stormwater Update

### From October 18th to November 23rd

5 new residential permit issued

105 total erosion inspections. 25 failed and 80 passed

120 total Illicit discharge/Stormwater Maintenance inspections

**Airport Zone:** County policy continues to be clarified. The County and Town are discussing Stormwater Credit Policy requirements.

Update: County has supplied a stormwater credit application document. Staff is reviewing at this time.

**TIF (proposed)/Existing Business Park:** Looking at possible solutions to deal with stormwater from proposed new and existing development to help the Town meet DNR/EPA guidelines to reduce sediment and phosphorus into waterways. Initial discussions with multiple government agencies will take place over the weeks ahead. I'm hoping to have a clearer picture in February.

Update: Preliminary wetland and other environmental work completed for some parcels.

Update: Had meeting with McMahon to discuss options. Town staff to discuss options with property owners.

**Fox Highlands (aka:Greenridge Estates):** Working out last few details for drainage of lot 27 (PUD).

Update: Power and gas going in. I have started to review the first couple of site plans for home construction. All stormwater facilities are in. A few items (very minor) still need some attention.

Update: Curb, power and gas installed. Subdivision open to build houses. First lift of asphalt to go in last week of September.

Update: Final temp stabilization was installed. Will inspect over winter/spring for compliance.

**Sunset Hills (PUD):** Started construction of utilities (sewer & water). Erosion control installed. Stormwater drains and is treated by Towering Pines West Regional Stormwater Pond. All other agreements and requirements have been met to allow construction.

Update: Construction of utilities continues. Roadway to be graveled in the coming weeks.



**Jennerjohn Field of Dreams Subdivision:** Review complete, awaiting for developer to finalize all stormwater conditions before starting construction. There are some outstanding issues to resolve before construction can begin.

Update: On hold for various reasons.

**Savannah Heights:** Subdivision was tabled at the County Planning and Zoning Meeting for concerns west of the proposed development. I'm working with all parties to bring a resolution to this area and allow the development to proceed. I'll keep the board informed of my progress.

Update: Met with DNR Wetland/Stormwater, Outagamie County and developer representative to discuss final design and conformance to the Stormwater Watershed Plan adopted by the Greenville Town Board Resolution for this area.

Update: Developer updated plans to address Town staff concerns.

Update: County/Town met to discuss upcoming proposed pre-construction meeting. All Town requirements have been met for stormwater treatment/erosion control. Developer engineer to provide Town final copy in response to Town comments.

Update: Pre-construction meeting re-scheduled for 11/28/17.

**Waterlefe Subdivision:** Issues resolved. Construction on-going.

Update: Roads are being graveled. I will be inspecting for a final walk through on all storm infrastructure before building is allowed.

Update: Awaiting developer to have final walk through.

Update: Not approved for starting home construction. (see violations)

**Culvert replacements/Drainage/Ditching:**

Re-lined ditch at W6622 Cobblestone Court with clay. Holes were developing in the bottom of a rural roadside ditch since the sanitary sewer line is very shallow (less than 18") in this location. Significant amounts of water flow through periodically. We dug out the old soil and installed a 10"-12" clay liner. Temporary erosion control matting was installed. The Town will be back out in spring for final restoration.

**Stormwater Ponds and Outfalls:** On-going updates to GIS database and inspections of private and Town infrastructure.

**Everglade Watershed Drainage Project Phase II:** Wetland delineation completed on dredge spoil location. Awaiting DNR concurrence to formally submit permit application to DNR for phase II.

Update: This project will be slated to start anywhere from December 2017 into the spring of 2018. Once I get DNR and County permits, this project will go out for Bids for Town Board to review and to give approval to proceed to construction.

**Everglade (future phases):** I'm already working on these to keep the process moving forward. To keep costs under control, all projects seek to locate dredged soil disposal locations in close proximity to the dredged stream areas. It's a little more front end work, but from a project management standpoint is the most efficient and best use of Town resources. Once DNR issues a permit, it is good for three years. The intent is to have projects permitted and in que ready for construction. This will aid in budgeting/time management of staff.

Update: DNR will be coming to look at all selected sites for jurisdictional determinations. Additional wetland evaluations will be conducted in April/May.

**Everglade Watershed Maintenance:** On an annual basis there will be areas where significant soil deposition occurs that the Town will remove to maintain overall drainage system function. This will help maintain overall drainage performance during low flows that had in recent history been backed up and also aid in larger floods.

**Community Park:** The Town will be removing debris/sediment near Highway 15/76 storm sewer outfalls. Excessive amounts of silt have built up in this location. Additional work to correct design/installation of rip/rap in the streambed will take place. I'll also be getting additional elevations of an existing ditch (found on old air photos) and does exist in sections. This is proposed to be cleaned out to aid in drainage of the western ballfields of Community Park and the newly installed sand filter for stormwater management.

Update: Just awaiting DOT permit for maintenance work. This is a navigable stream, so a permit or maintenance authorization is needed for this type of work.

**DNR Permitting (Various Dredging Projects):** Working on permit requirements/additional DNR information. Projects must be approved by Town Board before proceeding to a bid process or Town employees performing work. Project completion most likely to be staged over multiple years.

**Update:** I'll be renting a GPS for elevation studies of various locations throughout Town for upcoming projects or seek answers to longstanding drainage issues. I anticipate one to two day's rental. This will be dependent on weather or lack of significant snowfall. If there is significant snow on the ground, I may wait until spring of 2017.

**Update:** As soon as conditions allow, town staff will be renting GPS equipment for elevations in April to early May.

**Update:** GPS actions complete

**Rain Garden Grant:** In design. Public Works site going out for bid. Will be meeting with interested parties in the coming couple of weeks to go out for bid at a later date.

Update: in final design process. Will be presenting at next full Town Board Meeting.

Update: project will go out for bid in the next month or so for the Public Works and Roadway ditch Rain Gardens.

Update: I'll be setting up a meeting with the interested owners to discuss timetable.

**Mayflower Road Storage Condos Pond:** Meeting December 8<sup>th</sup>, to discuss pond remediation. Discussions will be centered on what has been done to date from my initial recommendations and what has yet to be completed.

Update: The owners have a bid for a bentonite liner. But it sounds like the owners are leaning to use on-site clay west of the existing construction. A geo-tech soil report will be needed for the clay liner.

**Julius/School Road:** I'm evaluating the drainage area in its current form. There are longstanding complaints/issues. As mentioned above, I'll be renting GPS equipment to get elevation data this year or next spring depending on weather.

Update: Property south of School Road still needs to have negotiations completed.

**Infiltration Trench:** We as a Town have been dealing with the wet ditch issue for decades. A number of solutions have been tried with some more successful than others. This latest option that the Town wanted to explore to see long term functionality was installed along the north side of Quail Run Drive at N1192 Bobwhite Drive. This site is located in a headwater area, meaning that it is not flowing water all year long like areas further downstream. However, the sump pump discharges on a constant basis into the roadside ditch. What then happens is representative of what I see out in the field with other locations as the water creates a wet spot 30-50 feet immediately downstream of the pipe. What usually happens is our soil that is largely composed of clay then expands raising up the ditch elevations by an inch or two and creating a pool effect of standing water or very soggy mud. The water drains into the subgrade eventually, just very slowly. The intent of this project is to infiltrate the constant sump pump water and some smaller storms when the ditches have flowing water into the subsoil.

What we did at this site was to dig a trench 50 feet in length 4 feet wide and 36 inches in depth. We excavated out the clay and put in  $\frac{3}{4}$  inch clear stone about 26-28 inches in depth. A permeable fabric was laid over the top of the stone, then a 10-12" layer of a mix made up of mason sand, pulverized native topsoil and compost was installed. The area was seeded down with grass seed. I have been watching the site for the last two weeks and this option looks promising. I'll want to look at what happens over winter, spring melt and big summer rains to make comparisons. I'll keep the board updated on any future progress.

Update: So far, this project has performed as intended and looks promising. We have not had much rain the past few weeks, but the driver of this wet ditch was mostly sump pump related and not rainfall.

## **Major Project list/Action Type Items completed during this time period:**

**Illicit Discharge/Stormwater Maintenance Inspections:** Inspections to look for potential pollution from certain discharge points such as culverts to detect items ranging from oils, greases, ammonia, and others. I also perform maintenance inspections of the facility for each site. I conducted 120 inspections of discharge points. I had 5 locations that had to be re-tested for suspect conditions. No Illicit discharges were detected.

**W6622 Cobblestone Court:** (see culvert maintenance section)

## **Violations: This section is for various Town, County, State Code violations I'm involved with.**

**Various Town Code Violations:** There were 25 erosion control violations this period. Most were for street sweeping or down silt fence. There were three stop work orders issued to immediately clean up debris left on a roadway that was deemed a safety hazard. The contractors of the stop work order sites immediately cleaned up the sites the same day as the violation was detected. I did not issue a citation. I will continue to monitor each site and take appropriate action.

**Waterlefe Subdivision:** Hold/Stop Work until all erosion control items are completed. This means that home construction cannot start until the site meets all applicable Town, County and State Codes.

**6370 Ricky Lane:** Fill brought in next to stream without permits. Site needs Town, County and possible state permits. Working with landowner for necessary documentation. This project will need Town Plan Commission and Town Board approval if allowed to stay.

**Parcel #110029204, SW corner of STH 76 and Hillview Road:** ditch dug through wetland soils and almost connected up with navigable stream. No permits obtained. Waiting for DNR/County to get back with me on next step.