



## SANITARY DISTRICT #2 REGULAR MEETING AGENDA

**DATE:** Monday, October 8, 2018  
**TIME:** Immediately Following Sanitary District #1 Meeting  
**LOCATION:** Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

### Agenda

**1. CALL TO ORDER**

**2. ROLL CALL, VERIFY PUBLIC NOTICE & 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, September 10, 2018.
- b. Approval of October 2018 Sanitary District #2 Vouchers.
- c. Routine Reports.
  - i. Stormwater Superintendent

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

**6. NEW BUSINESS**

- a. Application for Conditional Use Permit: Applicant Chad Miller; Accessory Structure, Fill and Grading within Shoreland Zoning District. Parcel ID: 110064814 CSM 3900 Lot 4 (N1610 Linda Lou Drive).

**7. ADJOURNMENT**

Wendy Helgeson, Town Clerk  
Dated/Posted: October 4, 2018



## SANITARY DISTRICT #2 REGULAR MEETING MINUTES

**DATE:** Monday, September 10, 2018  
**TIME:** Immediately Following Sanitary District #1 Meeting  
**LOCATION:** Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

### Agenda

**1. CALL TO ORDER**

The meeting was called to order at 6:32 p.m.

**2. ROLL CALL, VERIFY PUBLIC NOTICE & APPROVAL OF AGENDA**

**PRESENT:** Jack Anderson, Dean Culbertson, Andy Peters, Mark Strobel, Mike Woods  
 Motion by Jack Anderson, second by Mark Strobel to approve the agenda. Motion carried 5-0.

**3. PUBLIC COMMENT FORUM**

Motion by Jack Anderson, second by Mark Strobel to close the public comment forum.  
 Motion carried 5-0.

**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 Meeting Minutes, August 13, 2018.
- b. Approval of September 2018 Sanitary District #2 Vouchers.
- c. Routine Reports.
  - i. Stormwater Superintendent

Motion by Jack Anderson, second by Andy Peters to approve the consent agenda.  
 Motion carried 5-0.

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

**6. NEW BUSINESS**

**7. ADJOURNMENT**

Motion by Mark Strobel, second by Dean Culbertson to adjourn. Motion carried 5-0.  
 Meeting adjourned at 6:34 p.m.

Wendy Helgeson, Town Clerk  
 Approved:

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>Bassett Mechanical</b>				
155	Bassett Mechanical	6033609C	maintenance contract	164.20
Total Bassett Mechanical:				164.20
<b>Cenex Fleetcard</b>				
229	Cenex Fleetcard	163968	acct# 376676	847.54
Total Cenex Fleetcard:				847.54
<b>Complete Office</b>				
204	Complete Office	906252	office supplies	5.81
204	Complete Office	910266	office supplies	8.25
204	Complete Office	911552	supplies returned	2.68-
204	Complete Office	917276	office supplies	3.08
204	Complete Office	917370	office supplies	.94
204	Complete Office	919665	office supplies	3.45
Total Complete Office:				18.85
<b>Fabick Rents</b>				
4789	Fabick Rents	486776	ditching Lilac Ln	346.50
4789	Fabick Rents	490001	Crestview storm	391.50
Total Fabick Rents:				738.00
<b>Ferguson Waterworks</b>				
348	Ferguson Waterworks	0258605	stormwater supplies	315.10
348	Ferguson Waterworks	0254697	stormwater supplies	333.77
Total Ferguson Waterworks:				648.87
<b>Lake and Pond Solutions Co.</b>				
3006	Lake and Pond Solutions Co.	31549	Amber Fields pond maint	1,048.99
3006	Lake and Pond Solutions Co.	31584	Glen Valley pond maintenance	1,273.77
3006	Lake and Pond Solutions Co.	31585	Moon Shadow pond maintenance	1,085.40
3006	Lake and Pond Solutions Co.	31586	Amber Fields pond maint	479.86
3006	Lake and Pond Solutions Co.	31587	Amber Meadows pond maintenance	775.65
Total Lake and Pond Solutions Co.:				4,663.67
<b>Mcc, Inc</b>				
637	Mcc, Inc	149963	stormwater projects	321.77
Total Mcc, Inc:				321.77
<b>Menards</b>				
643	Menards	85793	stormwater supplies	35.79
643	Menards	85932	stormwater supplies	98.25
643	Menards	86069	stormwater supplies	15.69
643	Menards	86344	stormwater supplies	48.33
Total Menards:				198.06
<b>Michels Materials</b>				
4115	Michels Materials	360725	stormwater supplies	617.77
4115	Michels Materials	361277	stone - storm/parks	970.02

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
Total Michels Materials:				1,587.79
<b>Minnesota Life Insurance Co</b>				
663	Minnesota Life Insurance Co	GRP LIFE OCT	policy # 002832L	19.57
Total Minnesota Life Insurance Co:				19.57
<b>Office Technology Group</b>				
5238	Office Technology Group	216682	IT Service contract	146.80
5238	Office Technology Group	217606	IT Labor -20 hr block	550.00
Total Office Technology Group:				696.80
<b>Postmaster</b>				
758	Postmaster	NEWSLETTER	NEWSLETTER FALL2018	91.20
Total Postmaster:				91.20
<b>Proclean Janitorial Services,</b>				
764	Proclean Janitorial Services,	STMT SEPT20	Cleaning for Sep 2018	282.66
Total Proclean Janitorial Services,:				282.66
<b>Robert J. Immel Exc.,Inc.</b>				
821	Robert J. Immel Exc.,Inc.	16989	black dirt/stormwater project	650.00
821	Robert J. Immel Exc.,Inc.	16999	black dirt/stormwater project	87.50
Total Robert J. Immel Exc.,Inc.:				737.50
<b>Seiler Instrument &amp; Mfg Co Inc</b>				
4635	Seiler Instrument & Mfg Co Inc	INV-370822	order#CO-340352	2,980.65
Total Seiler Instrument & Mfg Co Inc:				2,980.65
<b>Time Warner Cable</b>				
1021	Time Warner Cable	5563 BLDG B	10404-715640501	7.13
1021	Time Warner Cable	708075801091	10404-708075801	47.70
1021	Time Warner Cable	708130301091	10404-708130301	6.00
1021	Time Warner Cable	603810901092	10404-603810901	86.17
Total Time Warner Cable:				147.00
<b>Tom Christianson</b>				
1043	Tom Christianson	2212	marsh hay - stormwater	160.00
Total Tom Christianson:				160.00
<b>Verizon Wireless</b>				
1108	Verizon Wireless	9813802241	acct#685970983-00001	48.85
1108	Verizon Wireless	9813802242	acct#685970983-00002	19.15
Total Verizon Wireless:				68.00
<b>WE Energies</b>				
1135	WE Energies	3871142632 S	grp bill # 3871-142-632	72.96
1135	WE Energies	5254287230 S	strmwtr grp bill# 5254-287-230	414.88

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
			Total WE Energies:	487.84
			<b>Wisconsin Tubing, Inc.</b>	
1186	Wisconsin Tubing, Inc.	91135	crestview mini storm	3,441.60
1186	Wisconsin Tubing, Inc.	91136	crestview mini storm	188.59
			Total Wisconsin Tubing, Inc.:	3,630.19
			Grand Totals:	18,490.16

**MEETING:** Town Board  
**DATE:** October 8, 2018

**AGENDA ITEM #:** SD2 - 4ci  
**ACTION TYPE:** Discussion Only



*"Town of Greenville"*

## AGENDA MEMORANDUM

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Chris Pagels, Stormwater Superintendent  
**Date:** October 8<sup>th</sup> 2018  
**RE:** **Stormwater Superintendent Report**

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**ACTION TYPE:** All items discussion only.

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

1. STH 15 & 76 Dredging project. **Obtained DNR Permit Approval.** Updated: **County has contacted the Town and will be in the area soon to complete.**
2. Rain Garden Construction on Fairwinds has started. No major issues to report.
3. Applied for and secured an extra \$30,000 for the Rain Garden Construction Grant from the DNR of leftover money that became available to other communities.
4. 2019 Operational budget and narrative complete.
5. Crestview Storm Relay project complete.
6. Small residential ditching projects throughout Town to remove accumulated cattail buildup or sediment.
7. Issued orders enforce Erosion/Stormwater Controls at the corner of STH 96/CTH CB & Hillview Road and STH 15. DNR and Town are both involved with compliance issues. Citations will be issued for non-compliance to orders. Updated (Oct) **Corner of STH 96/CTH CB complied. STH 15 site is in non-compliance and will move to citations and a corrective action plan.**
8. Reviewed and commented on multiple commercial/development proposals from Community Development. Permitted multiple commercial and residential properties to start construction.
9. Stop Work Order issued for Erosion/drainage violations for parcel#110114800 West Spencer Road. Updated: (Oct) **I will be a part of an upcoming scheduled meeting to work through all Stormwater requirements with property owner. Community Development is taking lead. A full stamped engineered site plan and Stormwater Management report is required unless returned back to prior exiting conditions and vegetated.**
10. Orders issued for N1399 Winds End Lane to relocate sump pump from side yard to rear yard swale or front street roadside ditch. Property staked by Town to provide elevations to conform to. Updated (Oct) **Discussed with both property owners. Contractor is hired and scheduled to move line.**

11. Orders issued for W7089 Rockdale Lane to restore swale on side yard lot line and install additional erosion control until yard is fully established. Updated (Oct) **Yard is installed with seed, mulch and matting.**
12. After discussions with residents at W7084 Rockdale. The Utility is looking into the idea of a merged Stormwater Easement between Green Ridge Terrace and Fox Highlands west of Rockdale Lane. Internal staff discussions have occurred. Additional GPS elevation information is needed before moving to a proposal to the Board. Updated (Oct) **Put into 2019 proposed operation budget for discussion.**
13. Was asked to review Jennerjohn Field of Dreams subdivision stormwater proposal for Town involvement. Reply sent to developer to provide itemized bid list and other information before this moves on to the Board for review. Updated (Oct) **Asked Cedar Corp to look at WinSlamm Model as I noted some discrepancies related to final cost allocation breakdown. Developer is required to submit full electronic WinSlamm analysis for review before any submittal to Stormwater Utility Committee or Town Board for consideration.**
14. Repaired storm casting/manhole cover on Alexandra Way after damage by Northeast Asphalt during milling/paving operations. Manhole filled to top with gravel. Gravel removed by Town vac truck. PW staff completed work.
15. DOT is working on a drainage fix for the residence at 2007 Municipal Drive on STH 76. Since the original Highway construction plans have been significantly reduced to only include a future pavement overlay, DOT will be upsizing 2-3 culverts in a drainage problem area. The Town currently owns land downstream and has a driveway crossing. DOT and the Town will monitor our driveway for any needed modifications in the future.

#### Action Items:

1. **School Road/Westgreen Pond:** Property listed for sale. This site will be re-visited for a possible flood control/water quality treatment facility.
2. **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.
3. **STH 15 Dry Pond:** in preliminary design, renewed discussions with DNR over Act 183. **Cedar Corp asked to look at any fill removed from site to consider material for new Fire Station. This site was moved to the top of the worklist for completion due to continued flooding concerns and the need for fill at other locations.**
4. **Retention Ponds East of CTY CB:** Part of the Design Drive TIFF project. Still in design process.
5. **Cooperative Agreement between USDA and Outagamie County:** I have yet to have a project go through this process yet. Once I do, I will report back to the board on my findings.
6. **DNR Permitting projects:** See STH 76 drainage mentioned in this document.
7. **Community Park (Ballfields and Food Stand Area) drainage:** This area will have to wait until after the baseball season is over for any corrective action to occur. An engineered site plan

will be developed looking at all existing infrastructure. With additions to our Town technical staff and needed equipment, town staff could develop this in house and provide a recommendation to the Parks Department. This project is separate but also a companion project to all the drainage issues Stormwater Utility is working on through DNR/County permitting process. **Parks Department completed a drainage improvement near the large pavilion and children's play area.**

8. **Rain Gardens on Fairwinds Drive:** In construction.
9. **Rain Gardens Public Works Site:** Structures delivered, excavation to start soon. Please be aware that 3-4 large Colorado Blue Spruce trees and 1 Norway maple must come down for this project between Parkview Drive and the cold storage building. The Rain Garden design took into effect the likelihood of Parkview Drive being urbanized with a 10 foot wide pedestrian trail. There will simply be too much ground disturbance and roots severed to save any of the trees. Town Forestry and Parks Department was consulted before any trees were removed. There will be stormwater interpretive signage installed in the future for educational purposes, especially if/when a pedestrian route is constructed to link up an east to west trail corridor along Parkview Drive.
10. **Lions Park Drainage Correction (western boundary):** To be completed by Town Park staff.
11. **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: I was informed meetings will be held in October to discuss road entry into the site off of STH 96. Well 5 stormwater in design stage. Stormwater Utility is looking at the larger picture from all water contribution areas as to the west near the intersection of Julius and STH 96 is where stormwater routinely overtops Julius Drive at the intersection of STH 96. Parks Department master plan will help guide final stormwater plan design requirements and discussion with DOT.**
12. **Season Fields Subdivision mini storm:** In development. Preliminary concept plans to be presented to board for discussion at the November or December Town Board Meeting. Estimated cost of design and construction will be presented at the meeting.
13. **Country Meadows Pond & Pro-Build Dry Basin (pond west of Post Office on Everglade, dry basin just east of Pro-Build buildings):** In preliminary design. Updated (Oct) **Any excess fill to be used at the new Fire Station site or possibly Sports Complex. This site along with another was moved up the worklist for completion due to continued flooding concerns and the need for fill material at other Town work sites.**
14. **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.



Upcoming Town led Stormwater Utility Construction during October.

1. Mini-Storm installation at Crestview
2. Public Works Site Rain Garden Retrofits
3. Small site (multiple areas) ditch cleaning and or restoration.
4. Possible STH 15/76 dredging pending County availability. Still waiting for date.
5. Multi-site culvert replacement, Hillview and Everglade Roads with County assistance.

These upcoming projects may get moved around depending on weather and access. I'll keep board informed of any and all Stormwater Utility proposed construction or in construction projects.

**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:** Town of Greenville 100 Year Floodplain Issues Discussion

### **Town of Greenville 100 year Floodplain Issues Discussion**

There continues to be requests made to the Town of Greenville Stormwater Utility to allow filling/grading activities to occur within 100 year floodplains of area waterways. Generally, the Town does not permit such activities unless mitigation is provided to account for the lost storage volume. The 100 year floodplain is as a result of a 100 year storm rainfall event that falls on the Town of Greenville.

A 100 year storm event is a storm that falls at a rate of 5.5 inches within 24 hours. The 100 year floodplain is the land that receives floodwaters from this same 5.5 inches of storm water. Please be aware that the term 100 year storm event is not to mean we only get this type of rainfall event once every 100 years. The correct interpretation is that there is a one percent chance in any given year of having this type of rainfall. Parts of the Town have experienced multiple 100 year storm events over the past 5 years. This 100 year rainfall event (5.5") is a critical event in that that number is used to set first floor opening grades on habitable structures and any new accessory structures for navigable waterways. All of our new development is required to hit specific release rates from stormwater basins or filters including the 100 year storm or 5.5" of rainfall within 24 hours. If the Utility were to allow the filling of

100 year floodplains, over time, the stormwater flood heights would get pushed ever higher on area waterways and the potential for loss of private property and damage to Town infrastructure increases dramatically. Additionally, homeowner flood insurance policies are based on homes having 1<sup>st</sup> floor openings a minimum of 2 feet above the 100 year storm event. I have been informed of some area homes that had flood insurance policies canceled between 2015 and 2018 because the structures were determined to be below the 100 year floodplain requirements of an area waterway or stormwater device.

**The Stormwater Utility will always recommend to not allow or approve of any piecemeal filling of the 100 year floodplain without permitting or adequate mitigation to account for the lost flood storage volume.** In fact, the Utility is always looking to increase stream flood storage in existing developed and rapidly developing watersheds to mitigate and limit negative flooding issues. Every developed or developing watershed in the Town of Greenville has some type of flooding issue.

The Utility is in the process of designing and will construct flood control basins within the Everglade or Bear Creek Watershed due to flooding issues. The Utility has spent and will spend tens to hundreds of thousands of dollars in stream dredging over the coming 5 years to help water move to areas we can “park” the water that will minimize adverse impacts to area residents. The Utility will also spend hundreds of thousands to a million or more over the next 5 years to provide flood storage and water treatment within the Town. Keeping the existing floodplains for storage is critical to the gains we have been making and will continue to achieve.

From: Chris Pagels

Sent: Friday, October 05, 2018 12:03 PM

To: Brian Rickert <brickert@townofgreenville.com>; Wendy Helgeson <whelgeson@TownofGreenville.com>; Joel Gregozeski <joelg@townofgreenville.com>; Michael Brown <mbrown@townofgreenville.com>

Cc: Jack Anderson <JAnderson@TownofGreenville.com>; Andy Peters <Apeters@TownofGreenville.com>; Dean Culbertson <Dculbertson@TownofGreenville.com>; Mark Strobel <MStrobel@TownofGreenville.com>; Mike Woods <Mwoods@TownofGreenville.com>

Subject: Stormwater Superintendent Report Action Item Addition

All:

Last night I attended the Outagamie County Center/Grand Chute Drainage District annual meeting at the Grand Chute Town Hall. Here are a few items of note that pertain to the Town of Greenville:

1. The drainage district is in the process of performing a re-assessment study of all parcels within the drainage district. The current payment is set at \$4.00 per acre or \$40.00 minimum per parcel. I asked what methodology is being looked at. The response I received was TSS (sediment), water flow and volume rate increases (above the meadow or natural condition) or amount of impervious surfaces. Rates would be set less for development that is served by a pond or other stormwater device. The headwaters of the drainage district is in the Greenville Business Park and Ebben Land.
2. The second item that was brought up at the meeting is the Beacon Hills subdivision and the single pond at the corner of Everglade and Mayflower Road. Heading east from Mayflower, the stormwater is piped in old concrete tile. This tile is failing. The drainage district is in the early stages of exploring the creation of a special assessment for Town of Greenville Residents that are served by this pond.
3. OMNNI has been asked by the district to perform a complete drainage study of all district drains to make recommendations for downstream flooding mitigation. We will wait for OMNNI to complete their work before making any comments.

My next report will include GIS mapping. I plan to get Brian, Outagamie County Land Conservation and Zoning Departments together to discuss plans and a path forward as there may be opportunities for mutual collaboration. I had already started work with Cedar Corp to look at Pebble Ridge Pond/Northeast Asphalt/School Specialty waterway. We are in the early process of designing for future development and for meeting DNR mandates to treat stormwater as the stormwater heads under CTH CB. There will be additional information in my November Report.

Thank you,  
Chris Pagels  
Stormwater Superintendent  
Town of Greenville  
920-841-2244