



Client: Green Lake SD
Project: CIP – Unsewered Areas
Prepared by: Matt Dorow

Project #: 49174-025
Page: _____
Date: 8/25/22

Project Meeting Summary

- Property Owner recently spent a large sum of money in attempt to mitigate the storm water issue at their property at the corner of Orchard Avenue. What is being done to help them with storm water? *Currently the District and Cedar are discussing potential options. The District will stay in contact with affected property owners during the Design and Construction Phases. The District and Cedar are open to any suggestions or pictures showing what happens during a rain event.*
- Property Owner will not be available October through mid-May. Who locates the stake in that case? *That property owner's Plumber/Contractor will locate the stake. The District will try to bridge gaps for communication whenever possible. To clarify, the District's Contractor will not locate the stake. It is possible that the property owner could hire the same Contractor as the District.*
- Recently replaced the asphalt in their driveway which incorporated provisions regarding the direction of flow of the storm water across the driveway. Will there be removals for sewer installation? How will replacement be addressed? *Yes, there will be some open cut areas that will affect the existing driveway; however, this method of construction reduces that need. Some of the driveways may be removed for construction. It will be replaced with new asphalt to the same condition. If there are specific designs, let the District know with pictures to assist in replacing or avoiding these areas.*

W3040 Pheasant Run

- Would the lateral contractor be the same that could abandon the septic/holding tanks? *Yes.*

W2935 Orchard Ave

- Is it required to crush the old septic/holding tank or can it be filled? *See the notes above.*
- How far is the main along Orchard Ave off the edge of pavement? *After review of the Plans, the average distance off the edge of pavement is 5.0 ft. How would the lateral Contractor bore in the pipe, up or down hill? This will be up to the Contractor; they are responsible for the means/methods of construction.*

W2958 Butternut Ln

- How will the District remediate damaged to an existing private sewer line to the on-site system during construction? *If an existing private utility is damaged, it will be the Contractor's responsibility to repair that facility. The proposed sewer should be deeper than the existing utilities based on code requirements; however, that cannot be assumed. The Contractor may perform potholing investigation to help determine the depth of existing facilities prior to crossing them.*
- Was a collective purchase of grinder pumps considered? *No. There are many pump manufacturers and the District does not feel comfortable telling property owners what to buy. The District will provide pumping requirements to the property owners. Cedar worked with three pump manufacturers to design the system, all three are aware of the Project.*



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- Can groups of property owners band together to buy pumps for possible discounts? *While the District cannot make recommendations, there is a possibility for volume discounts. Know that the low bidder may have the ability to complete private lateral work. The District may be flexible with connection timing if a private contractor is signed on and committed to doing your work within a specific period. The property owner will need to contact the District if the schedule gets delayed and request an extension for approval.*
- Regarding the total price of the assessment, how much is too much? *Precedence has been set on Shore Drive in 2019 at \$30,000 per lot. This is a difficult project, but older projects would equate to a similar cost if inflation were considered. Contractors have been telling the District that prices are not likely to come down in the near future.*
- Owner is concerned with excavation affecting their well's water table and water quality. *A new municipal sewer system could affect the water table, but unlikely and old septic systems not maintained could affect the well water quality over time.*

W2938 Butternut Ln

- Property owner is concerned about timing to install lateral location stakes. November 1, 2022 provides only 60 days to organize plumbers for review. It recently took a week and a half to get a plumber out to fix a failed system. *Local Contractors have been notified that this is coming and will be expecting your calls. They have been generally responsive to the District's business. Additionally, November 1, 2022 is when the Contract can start construction pending permit approvals. This is not necessarily when the work begins or when it is necessary for the stake to be placed. Once the preconstruction meeting is held, Cedar will know better when the work will begin and the District will notify residents of when their lateral stake needs to be placed. It is recommended; however, that a plumber be contacted sooner than later should be project be approved by the Board. Once staked, take a picture of the location with a distinguishing item in the background and email it to the District in case something gets knocked over or removed. The District will provide Cedar a copy for the construction file.*

W3030 Pheasant Run (one-on-one comments)

- Property owner asked about temporary limited easement (TLE). They are concerned with utilities and well location within easement. *This easement is purely for construction access and equipment setup. Once the warranty period has passed, the easement will become void. The size of the easement was determined based on unknowns of where the lateral will be placed and needs for construction space.*

Important Dates

- Final Public Hearing - Assessments September 2, 2022 @ 2pm
- Earliest Start (pending award, permits and easements) November 1, 2022
- Final Completion May 26, 2023

Other Items

- *Cedar is coordinating with Alliant Energy regarding the proposed electrical facilities to be constructed in the near future.*



**Sugar Loaf Area – Sanitary Sewer Extension
Green Lake Sanitary District
Preliminary Assessment Meeting and Update
Date: August 25th, 2022
Time: 6:00 p.m.
Attendance List**

Name	Address	Telephone No.	E-Mail
BONI JENSEN	W 3054 BLACKBIRD PDR	920 344 8012	bonijj@yaho.com
JOAN LLOYD	W 2927 Orchard Ave	414-573-1616	joanlloyd4336@yaho.com
RAND RENWAL	W 284 ORCHARD	312-339-2951	RAND427@gmail.com YAHOO.COM
↓ Virtual Attendees			
Wendy & Tom Prohans	W 2906 Orchard Ave		
Rob Potrzebowski	W 3040 Pheasant Run		
Vanessa Wishart	Stafford Rosenbaum Law		
Paul & Matt Clementi	W 2935 Orchard Ave		
Brandon Bryan Adel	W 2850 Orchard Ave		
Douglas Scott	W 2915 Orchard Ave		
Dan Krueger	W 2923 Orchard Ave		
Bill Bushnell	W 2938 Butternut Ln		
Mike Shervey	W Pheasant Run		
Mike Ellis	W 2828 Orchard Ave		

2022 Sugar Loaf Area Sanitary Sewer Extension

Preliminary Assessment Meeting and Update
August 25, 2022



Welcome & Introductions

District Board/Staff

- Jerry Specht, President
- Justin Ellis, Secretary
- Ken Bates, Treasurer
- Lisa Reas, Administrator
- Paulette Janssen, Assistant to the Administrator

District Engineer – Cedar Corporation

- Thad Majkowski, P.E., Director/Project Manager
- Matt Dorow, E.I.T., Project Engineer

Legal Counsel

- Vanessa Wishart, Stafford Rosenbaum LLP



Public Information Meeting (PIM) Process

- Brief Presentation of Project (30 minutes)
 - * In-person and Zoom Meeting
- Questions & Answers (60 minutes)
 - * Limited to 3 minutes each
- Sign-in Sheet
- Project Comment — email to Lisa Reas, GLSD Administrator



Purpose of Meeting – Sugar Loaf Area

- Provide Overview of the Project
- Sanitary District Purpose
- Review Projected Costs
- Project Cost
- Easements
- Review Assessment Process
- Review Next Steps



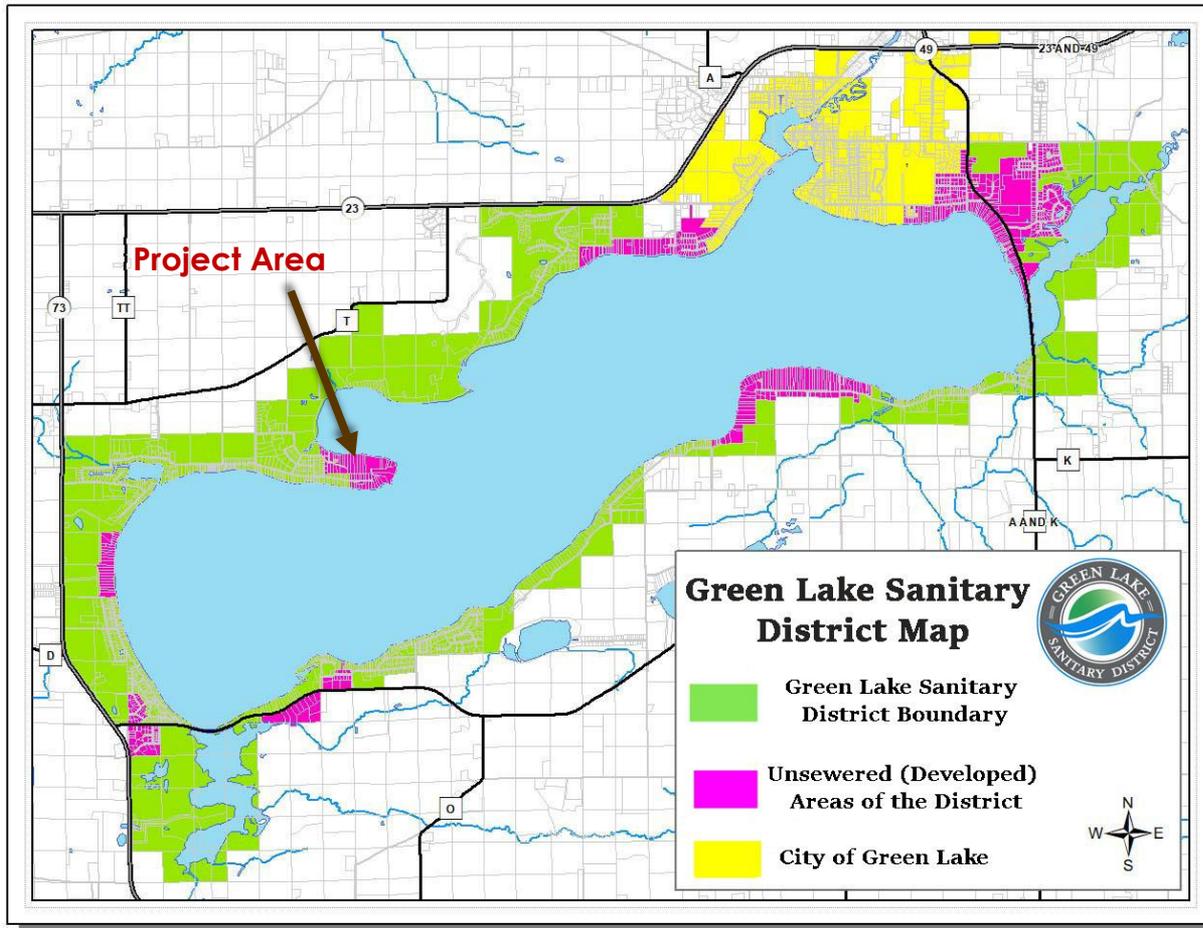
Reasons for Project

- Part of (Tentative) 10-Year Sewering Plan by GLSD
- History — Property Owner(s) requested the Sewer Extension:
 - Carpenter Lane (2021)
 - Shore Drive Area (2019)
 - Lindenwood Development (2008)
 - Areas 2,3,4 (1994); Areas 5,7 (2002)
- Lake Protection
 - GLSD funds agricultural Best Management Practices (BMPs) to protect lake water quality.
 - On-site systems add nutrients to the lake.
- On-site Systems — Aging and Required Maintenance



Reasons for Project – Lake Protection

Green Lake Sewer Service Area Map: Developed Areas Unsewered



Changing Property Use Around Green Lake

- **Larger Homes Being Built**
 - There is a significant reduction in traditional 3-bedroom homes on Green Lake.
 - Replacement System Sandstone Area: \$65,000 (6–8 Bedrooms).
 - Off season use (as shown by sewer flows) was up dramatically in spring 2020 with May showing a nearly 20% increase over the same period in 2019.
 - Replacement space limitations
- **Societal Changes**
 - Advent of VRBOs and AirBnBs are also changing the way 'summer homes' are used.
 - Homes with 3 bedroom-sized septic systems being used by 10+ people frequently.



AirBnBs/VRBOs are changing second home ownership on lakes all over WI.



Sanitary District Actions To Date

1. *Receive Property Owner Sewer Service Request* July 2019
2. *Approval of Preliminary Engineering Feasibility Study* February 2020
3. *Conduct Preliminary Informational Meeting (PIM)* (1st PIM)* September 4, 2020
4. *Conducted on-site property evaluations & landowner meetings* September 2021
5. *GLSD Board authorizes Sugar Loaf Sewer Extension Design* October 2021
6. *Conduct Preliminary Informational Meeting (PIM)* (2nd PIM)* April 8, 2022
7. *Begin Preliminary Design and Route Selection* March/May 2022
8. *Begin Final Design* May/June 2022



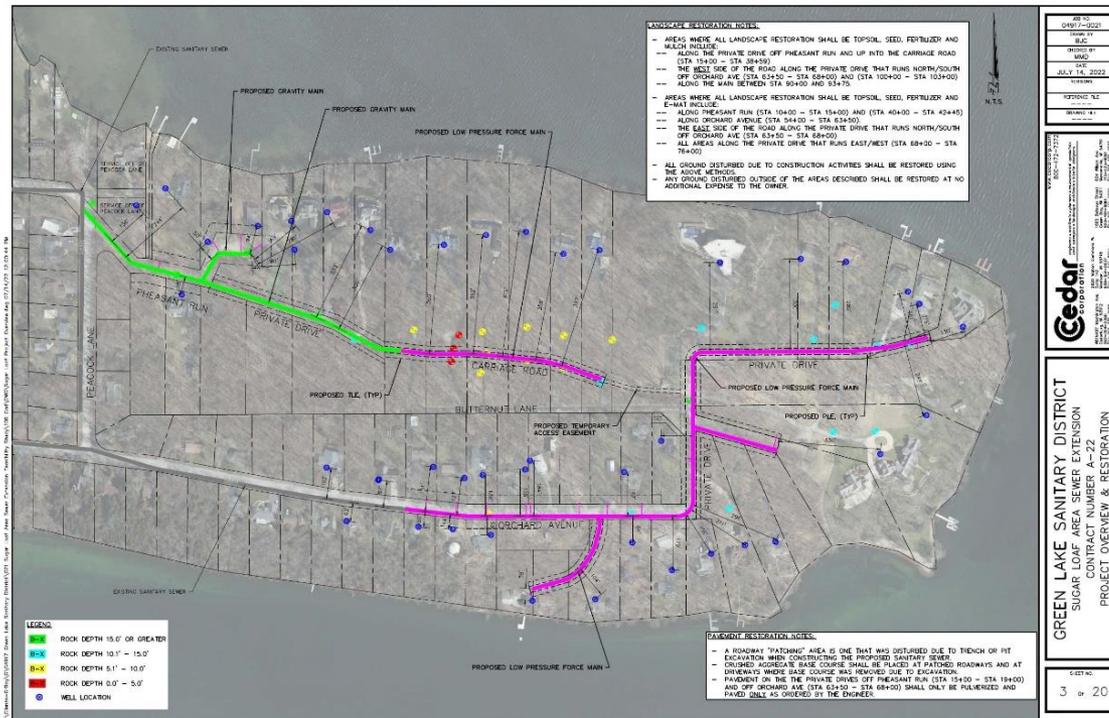
Sanitary District Actions To Date, cont.

- | | | |
|-----|--|---------------------------------|
| 9. | <i>Begin Easement research and preparation</i> | <i>June–September 2022</i> |
| | <i>a. “Draft” Easements Sent to Landowners</i> | <i>July</i> |
| | <i>b. Hire Appraiser/ Initiate Condemnation, if necessary</i> | <i>Potentially Unnecessary</i> |
| 10. | <i>Complete Final Design</i> | <i>July 2022</i> |
| 11. | <i>Advertise for Bids – Type II Notice</i> | <i>Early/mid July 2022</i> |
| 12. | <i>Bid Open Date – Review Bids</i> | <i>August 3, 2022</i> |
| 13. | <i>Authorize police powers to assess for project – Preliminary Resolution</i> | <i>August 9, 2022</i> |
| 14. | <i>Development of Assessment Role and Engineers Report</i> | <i>August 2022</i> |
| 15. | <i>Declaration of intention to exercise police powers to assess for project</i> | <i>August 9, 2022</i> |
| 16. | <i>Notice of Public Hearing on Assessment Report</i> | <i>August 15, 2022, Mailing</i> |
| 17. | <i>Preliminary Assessment Meeting and Update for Public (3rd PIM)</i> | <i>August 25, 2022 – 6 pm</i> |
| 18. | <i>Public Hearing for Assessments</i> | <i>September 2, 2022 – 2 pm</i> |



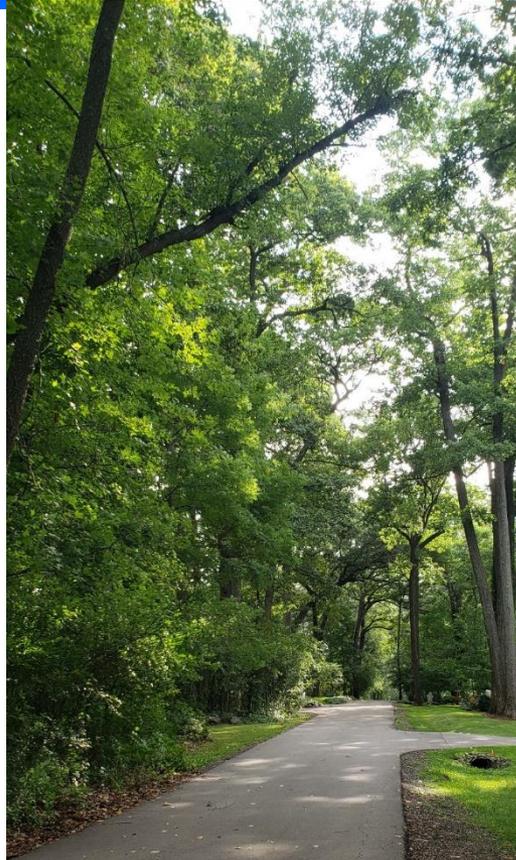
Sewer Design – Sugar Loaf Area

- Gravity and Pressure Sewer – Open Cut/Directional Drill – Outside Road where feasible or along Terrace



Carpenter Lane: Preconstruction/Post Construction

- Selected Cost-Effective Design while minimizing Impacts to Surrounding Area



Before



After

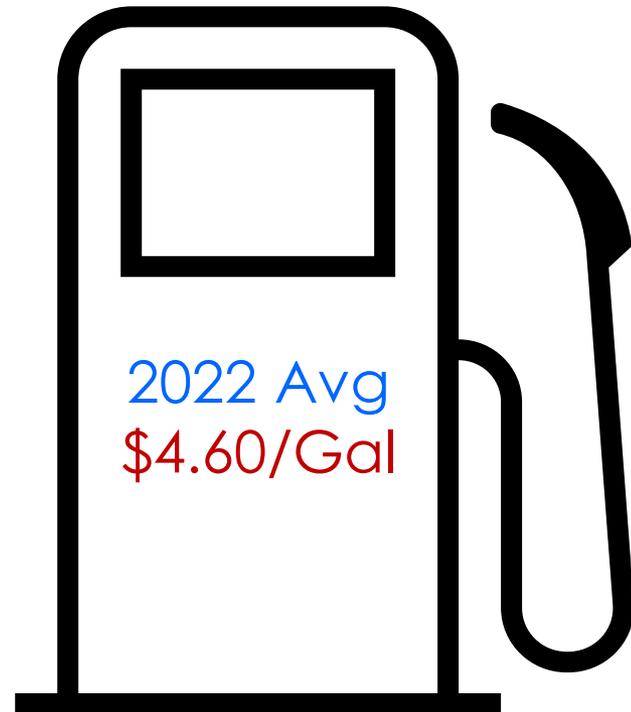
“As Bid” Project Costs

- As Bid Range - \$1,031,732 - \$1,360,000
- \$29,593.42 based on 47 Lots
 - Connection Assessment: \$2,723.24
 - Availability Assessment: \$26,870.18
- Costs* have increased since the Study 2021
 - * *Materials, Labor, Inflation, Amount of work available*
 - Manholes: Increased 40%
 - Pipe Material: Increased 35%
 - Equipment Operating Costs: Increased 30%
 - Labor Costs: Increased 20%



Costs, cont.

- Diesel prices: Increased 130% from 2021 to 2022



Easements

- Property Owner retains full use of land within Easement
- Form/Language is standard in the Industry
- Width = 20 ft Permanent; 50 ft Temporary
 - Wider 'Temporary' to allow working around trees or keeping equipment to one side
 - Contract is between the District and Contractor



Easements, cont.

- Based on Field Survey of Tree line, intent is to align in middle of Carriage Road while holding uniform line
- Final Easement along Centerline of Pipe
 - Allows some minor adjustments during construction to avoid trees/structures/rock
- Construction Method indicated on Plans
 - Minimal Open Cut, Mainly Directional Drill
 - Open Cut all Lateral Connections and Manholes
- Temporary Storage of Trailers/Boats – OK
- Do Not Park over Manhole/Curb Stop; they will be marked



Miscellaneous Items – Upon Award

- Property Owners will need to contact Plumber/Excavator to Locate Lateral Connection.
- Combined Joint Laterals not permitted.
- Lateral location by property owner, Adequate time to visit with local excavator/plumber – Stake to be Placed for Location
- Intent for Minimal, if any, Tree Removal; No Clear Cutting.
- All Excavations are required to be backfilled and compacted to meet specifications.
- Warranty Period is 2 years for all Construction, except landscape is 1 year.
- Preconstruction Photographs of all Routes.



Special Assessment Procedure

- State Statutes
 - *Wis. Stat. s. 60.77(4)*: giving the GLSD Commission the authority to “project, plan, construct and maintain” a sewerage system.
 - *Wis. Stat. s. 60.77(5)(f)*: giving the GLSD Commission the authority to levy special assessments.
 - *Wis. Stat. s. 66.0703*: outlining the procedure for collecting special assessments.
 - *Wis. Stat. s. 281.45*: authorizing the GLSD to require connection to the sanitary sewer system.
- Ordinances
 - *Order 95-01*: Sewer Service Extensions.
 - *Order 93-09*: Sewer Assessments.



Special Assessment Procedure

- Request for Sewer Extension (*Order 95-01*)
 - Motion of the Board of Commissioners for a Joint Area
 - District's Engineer develops an Engineering Report for the Assessments
 - District engages landowners via:
 - 3 Public Information Meetings (2021 & 2022)
 - Individual Site Visits (Fall, 2021)
 - Website postings
 - Phone calls
 - E-mails



Special Assessment Procedure

- Levying a Special Assessment (s. 66.0703; Order 93-09)
 - Special Assessment follows the procedures under state law and District orders
 - Revising a special assessment
 - If the actual cost varies materially from the estimate upon completion;
 - If an assessment is void or invalid;
 - If the Board decides to reconsider and reopen an assessment.
 - Appeal rights
 - Any person with an interest in a parcel of land affected by a special assessment may appeal the determination to the circuit court within 90 days after publication of the final resolution.



Special Assessment Procedure

- Types of Assessments in GLSD (Order 93-09)
 - Availability Assessment
 - Includes the costs of the work to make sanitary sewer service available to the property
 - Levied against lots regardless of size
 - Connection Assessment
 - Covers the costs of transporting sewage from properties to the District's wastewater treatment plant for treatment
 - Levied for connections between the sanitary sewer and dwellings or other structures on the lot



Assessment Financing

- Terms of Payment:

- *Method #1* – Full payment can be by November 1st of year assessed with no interest.
- *Method #2* – Pay assessment over the term of the loan plus administrative fee.*
 - Financing details are yet to be finalized.
(Recent Project – 4.00 to 4.25% - 10 Years)
 - District is evaluating increased term of payment, email your interest to Lisa



District Costs

- District Quarterly Fee: \$117
- Special Assessment Total: Estimated \$29,593.42 if paid in full
- Special Assessment (Yearly Fee):
 - If not paid in full by November 1 of the year levied
 - Payback period to be finalized by the District
- Property Tax: Funds Watershed Management



What's Next

- Board of Commissioners will review comments from the Preliminary Assessment Meeting and individual comments from property owners.
- GLSD Board of Commissioners will hold **Final Public Hearing – Assessments** for the Project on **Friday, September 2 at 2 pm.**
- Board of Commissioners will approve/deny acceptance of the Special Assessments.
- Board of Commissioners will approve/deny award of the Project Bid.
- Easements will be finalized for the construction and mailed out for execution after meeting early following week.



What's Next, cont.

- Construction Phase
 - Earliest to commence construction November 1, 2022 (pending permits and easements)
 - Suspension of work December 16, 2022 (unless weather permits longer)
 - Start all work March 6, 2023
 - Complete all work by May 26, 2023
- Mail Assessments – After acceptance of construction.
- Connection – Within 1 Year after acceptance of the Project by the District
- Storm Water Runoff to be addressed via Town of Brooklyn ARPA funding in next 12 months.



Contact / Questions

- All comments/questions to District:

Lisa Reas, Administrator Sanitary District

920-291-7787

ljreas@glakesd.com



Sugar Loaf Area – Sanitary Sewer Extension Project

Questions?

