

**AGENDA
STORM WATER UTILITY
COMMITTEE**

**MONDAY, JUNE 14, 2010
ROOM 204
4:30 P.M.**

*Anthony Nudo, Chairman
G. John Ruffolo, Vice Chairman
Steve Bostrom*

*Patrick Juliana
Jan Michalski
Ray Misner*

A. APPROVAL OF MINUTES

A-1 Approval of minutes of special meeting held on May 10, 2010.

C. REFERRED TO COMMITTEE

C-1 Award of Contract for Project 10-1128 Heating and Ventilating Upgrades Truck Wash (3735 65th Street) to Martin Petersen Co., Kenosha, Wisconsin in the amount of \$47,000.00. (District 11)

INFORMATIONAL:

1. Proposed Policy/Survey Submittal for New One- or Two-family Construction.

**CITIZENS COMMENTS RELATED ONLY TO JURISDICTION OF STORMWATER
UTILITY COMMITTEE**

ALDERMAN COMMENTS

**IF YOU ARE DISABLED AND IN NEED OF ASSISTANCE CALL 653-4050 BEFORE NOON ON THE DATE INDICATED FOR THIS
MEETING.**

**NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMEBERS OF THE COMMON COUNCIL MAY BE PRESENT AT
THE MEETING, AND ALTHOUGH THIS MAY CONSITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL
NOT TAKE ANY ACTION AT THIS MEETING.**

STORM WATER UTILITY COMMITTEE
- MINUTES -

MONDAY, MAY 10, 2010
4:30 P.M.

Anthony Nudo, Chairman
G. John Ruffolo, Vice Chairman
Steve Bostrom

Patrick Juliana
Jan Michalski
Ray Misner

A special meeting of the Storm Water Utility Committee was held on Monday, May 10, 2010 in Room 204 of the Municipal Building. The following members were present: Chairman Anthony Nudo, Vice Chairman G. John Ruffolo, Aldermen Steve Bostrom, and Jan Michalski. Alderman Patrick Juliana arrived during the presentation. Alderman Ray Misner was excused. The meeting was called to order at 4:30 pm. Staff members in attendance were Ron Bursek, Mike Lemens and Shelly Billingsley.

A-1 Approval of minutes of special meeting held on March 29, 2010.

It was moved by Alderman Ruffolo, seconded by Alderman Michalski to approve. Motion passed 4-0.

1. Informational presentation of status of Storm Water Utility.

Ron Bursek, Director of Public Works, gave a brief overview of the Storm Water Utility.

Shelly Billingsley, Assistant City Engineer, gave a presentation explaining the Storm Water Utility for the new aldermen.

ADJOURNMENT - There being no further business to come before the Storm Water Utility Committee, it was moved, seconded and unanimously approved to adjourn the meeting at 5:00 pm.



Engineering Division
 Michael M. Lemens, P.E.
 Director/City Engineer
Fleet Maintenance
 Mauro Lenci
 Superintendent
Administrative Supervisor
 Janice D. Schroeder

Street Division
 John H. Prijic
 Superintendent
Waste Division
 Rocky Bednar
 Superintendent
Parks Division
 Jeff Warnock
 Superintendent

C-1

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
 Telephone (262) 653-4050 · Fax (262) 653-4056

June 10, 2010

To: G. John Ruffolo, Chairman
 Public Works Committee

From: Michael M. Lemens, P.E.
 Director of Engineering / City Engineer

Subject: Project: 10-1128 Heating & Ventilating Upgrades Truck Wash

Location: 3735 65th Street

The Department of Public Works, Engineering Division has opened bids for the above referenced project. Engineer's Estimate was \$45,000.00. Budget amount for the entire truck wash system is .

This project consists of upgrading the heating and ventilating system by removing existing units, patching holes, and installing new units which are activated by humidity, temperature and unsafe CO and Co2 levels.

Following is the list of bidders:

	Base Bid Total
Martin Petersen Co., Kenosha, WI	\$42,000.00

It is recommended that this contract be awarded to Martin Petersen Co., Kenosha, Wisconsin for the base bid amount of \$42,000.00 plus \$5,000.00 in contingency for unforeseen conditions (if needed), for total award amount of \$47,000.00. Funding is from SW-09-001.

MML/kjb

cc: Carol Stancato, Director of Finance



DEPARTMENT OF
NEIGHBORHOOD SERVICES
AND
INSPECTIONS

JAMES M. SCHULTZ
Director

Building Inspection

Property Maintenance

Zoning Enforcement

TO: Chairman Anthony Nudo, and Members of the
City of Kenosha Storm Water Utility Committee

FROM: Nick Torcivia, Supervisor, Building Inspections NTJ.

SUBJECT: Proposed Policy/Survey Submittal for New One- or Two-family Construction

DATE: June 4, 2010

We are requesting your input on a proposed policy to require a final "as built" survey as part of the occupancy inspection process for new one- or two-family dwellings.

The proposed policy will insure that required surface elevations, foundation heights, grading, and drainage plans meet minimum requirements; and, are in compliance with City-approved grading and drainage plans at the time of project completion. It also implements Section 33.08(D) of the General Code of Ordinances.

Also included for your review is a *draft* final inspection checklist for erosion control. It is similar to a checklist the building inspectors use for occupancy inspections.

NT:kah
Attachments

Policy Number: 3.03A

Policy Name; Survey Submittal-New One and Two Family Dwelling Construction

Approval Date: _____

Purpose

To insure that required building setbacks, surface elevations, foundation heights, grading and drainage plans meet minimum requirements and are in compliance with City approved grading and drainage plans at the time of project completion. Implements Section 33.08 D of the General Code of Ordinances.

Policy

1. Each permit application for a new one or two family dwelling shall include the following:

A certified property survey, prepared by and stamped by a Wisconsin licensed land surveyor, with the following information:

- Existing site grade elevations at lot corners and 25' intervals along each property line, as shown on the approved grading and drainage plan on file with the Department of Public Works- Engineering Division
- The location of all swales, utility easements, catch basins and retaining walls
- Proposed finished sidewalk grades (available from Department of Public Works-Engineering Division.)
- Location of proposed building and outbuilding(s), including setbacks to all property lines, and setbacks from other buildings on the property.
- Proposed final grade elevations at the corners of the proposed building(s), at the lot corners and at 25' intervals along each property line.
- Proposed top of foundation elevations.
- A copy of the City approved grading and drainage plan for the lot that that is being proposed to be developed.

Guidelines: *If the proposed elevations do not meet the approved City grading and drainage plan to within a 1" tolerance, the permit shall be denied, the entire application shall be returned, and the applicant shall be directed to the Department of Public Works for resolution.*

2. At the time that the building foundation has been installed, and prior to approving further construction to proceed, a post foundation survey, prepared and stamped by a Wisconsin licensed land surveyor shall be submitted for review. The post foundation survey shall include:
 - The foundation as built, indicating setbacks to all property lines

- The top of foundation elevation
- The grade elevation at all corners of the foundation (within 3” of final grade)
- The grade elevation at 25' intervals along every property line (within 3” of final grade)

***Guidelines:** If the top of foundation does not meet the elevation on the approved building permit survey, or the grade elevations are not within 3” of the proposed final grade, the project shall be stopped until all factors are compliant*

3. At the time of request for a final erosion control inspection prior to occupancy, the following shall apply:

For projects requesting occupancy between May 1 and September 15, the following shall apply:

A final as-built survey , prepared and stamped by a Wisconsin licensed land surveyor shall be presented to the inspector at the time the inspection is requested. The as built survey shall indicate:

- The building location and setbacks to every property line
- Final as built grade elevations at each corner of the structure
- Final as built elevations along each property line at 25' intervals
- Location of all swales, utility easements, catch basins, retaining walls
- Final as built public sidewalk elevations

Guidelines: If final as built grade elevations do not match the elevations on the approved building permit survey to within a 1” tolerance, the inspection shall fail, and occupancy approval withheld until the site is graded to meet the City approved grading and drainage plan.

For projects requesting occupancy between September 16 and April 30, the following shall apply:

- The project site shall be rough graded to within 3” of final grade so as to prevent runoff
- Erosion control measures are to be installed and maintained until such time that final grading and stabilization is achieved
- The final grading and stabilization shall occur, and the final as built survey, and a request for final yard installation inspection shall be submitted to the Code Official prior to June 1.

Guidelines: If the final as built grade elevations do not match the elevations on the approved building permit survey to within a 1” tolerance, the inspection shall fail, and the responsible party will be issued written orders to grade the property to meet the approved grading and drainage plan as indicated on the building permit survey.

Failure to comply with that order shall result in enforcement action up to and including the issuance of municipal citations if necessary.

4. If, for any reason there are extenuating circumstances that would prevent the completion of grading and the preparation and submittal of a final as-built survey, the Department may offer an extension not to exceed 30 days. If at the end of the 30 day extension, the final grading and submittal of a final survey has not been accomplished, the property owner shall be subject to penalties as outlined in 33.14.

NJT 05/19/10

DRAFT

Final Inspection Checklist-Soil Erosion and Sediment Control One or Two Family Dwelling

The purpose of this checklist is to insure that all work and conditions required by the Wisconsin Department of Natural Resources (WDNR), the Wisconsin Department of Commerce (COMM) have been met, as well as insuring compliance with the City of Kenosha approved grading and drainage plan, prior to occupancy approval. The box next to each listed requirement must be checked, thereby signifying completion, and the form must be signed at the bottom. If these procedures are not followed, the inspection will not be performed, and a re-inspection fee will be assessed.

Address of Property

- All soil piles have been removed from the site
- All construction debris has been removed from the site
- All dumpsters have been removed from the site

Special Conditions

Final inspections between May 1 and September 15

- Yard area is stabilized with non-channel erosion control matting, and yard installation is complete
- Final Inspection Checklist has been signed and submitted
- The final as built survey of the property has been submitted
- It is understood that if the final as built survey does not match the approved building permit survey to within a 1" tolerance, the property will need to be graded to meet those specifications prior to occupancy approval

Final inspections between September 16 and April 30

- Yard area is graded to within 3" of final approved grade elevations
- Erosion control measures are installed and shall be maintained until yard stabilization and completion
- It is understood that yard stabilization and completion will occur no later than June 1
- It is understood that a final as built survey shall be submitted upon yard completion
- It is understood that if the final as built survey does not match the approved building permit survey to within a 1" tolerance, the property will be required to be graded to meet those specifications within 30 days of the final inspection date.

I verify that all of the above items have been completed in compliance with all applicable codes and ordinances as required by the City of Kenosha.

Owner/Owner's Agent

Date

The inspectors signature below indicates inspection approval:

Inspector-City of Kenosha Dept-NSI

Date

NJT 05/21/10