

April 22, 2019

PROPERTY OWNERS and RESIDENTS
Elsner Road Urbanization

Re: Town of Grand Chute
McM No.: G0006-9-13-00325.08

The Town of Grand Chute has entered into a contract to urbanize Elsner Road from North Gillett Street to North Richmond Street. The project consists of replacing hydrant, tee, & valve bolts, installing sanitary sewer, installing storm sewer, installing water main, reconstructing the roadways with curb and gutter and asphalt pavement, and constructing asphalt trail.

The prime contractor for this project is Wondra Construction. The major subcontractors are:

- Wondra (utility construction)
- Sommers Concrete (concrete)
- Northeast Asphalt, Inc. (asphalt paving)
- Highway Landscapers (landscaping)

Contact information for all of these firms is provided later in this letter.

Project Scope

This project consists of the following:

- Replacement of hydrant, tee, and valve bolts
- Relocate mailboxes
- Installation of storm sewer
- Street excavation
- Placement of aggregate base course
- Construction of curb and gutter
- Construct asphalt trail
- Construct driveways with asphalt, or reinforced concrete
- Place hot mix asphalt pavement
- Landscaping consisting of placing topsoil, fertilizer, seed, and mulch

The following provides a general schedule description. Additional detail is provided in the "Schedule" section later in this letter.

The contractor will excavate and replace water system bolts on hydrants, tees, and valves and make sanitary sewer manhole adjustments.

Temporary mailbox banks will be installed for mail delivery. The current plan is to place a temporary bank on the North side of Starview Court East of Shooting Star Lane. Once these temporary mailboxes are operational, the existing mailboxes will be removed and

set on each individual property. Additional information concerning this is provided later in this packet.

Sanitary Sewer and water main will be installed. New sanitary laterals and water services will be installed to the right of way line with a new curb stop placed at the right of way for water services.

Storm sewer will be installed. Storm laterals will be extended to the right-of-way line. If your storm lateral (sump pump or downspout) currently extends to the roadway ditch from your house, the Contractor will connect your existing lateral to the new lateral being constructed as part of this project. This is already included within the project cost. If this is your situation, there is nothing else you will need to do. If you have multiple storm laterals currently extended to the roadway ditch, they will all be connected as part of the project at no additional cost to you.

If your existing storm lateral does not extend to the roadway ditch, the storm sewer lateral constructed as part of the project will be terminated at a location chosen by the property owner. McMahan will drop off hubs (2-foot long wood stakes) for you to use in marking where you would like your storm sewer lateral terminated at the right-of-way. If your existing sump pump line goes out the back of your house, you do not have to redirect the sump pump line to the front. If adjacent property owners agree to this, two sump pump laterals can be installed in a common trench along property lines. If you would like to receive an additional lateral, you may request this. The procedure to request this is detailed later in this letter.

The new street will be excavated and base aggregate dense (gravel) will be placed and compacted. The contractor also intends to perform the existing driveway removals at this time. Driveway culverts will be removed and placed in front of the residence at the property line. The property owner may keep the culvert pipe but must remove it from the right-of-way. If the culvert has not been removed within 7-days, the Town of Grand Chute will remove and dispose of the culvert.

After the street is excavated, gravel is placed, and portions of existing driveways are removed, curb and gutter will be placed. The curb and gutter must cure for 7 days prior to allowing traffic over it.

Upon satisfactory results from the concrete strength tests, the driveway transitions between the new curb and the old driveway will be completed. Driveway restoration “in-kind” is included within this project. This means you will receive the same type of replacement driveway as your existing driveway. For example, if you have an asphalt driveway now, the contractor will replace it with an asphalt driveway. If you currently have a gravel driveway apron, it will be replaced with an asphalt apron at no additional cost to the property owner. This is already included in the project cost. If you would like to change the driveway surface for the portion being replaced under the contract, this can be requested. Details on how this work can be done are included later in this letter.

The asphalt trail will then be constructed.

Next, the areas behind the curb to the trail, or match point in your lawns will be backfilled. Then topsoil will be placed and fine graded. This will then be fertilized, seeded, and mulched.

The mailboxes will be reset at each property after completion of both sides of the street.

Once all of the mailboxes are reset, the hot mix asphalt pavement will be placed. This will be completed in two lifts.

In addition, We Energies will be installing additional wiring and street lights during the course of the project. This work is being completed by We Energies (or their contractor) and is outside of the Town contract.

Schedule

Currently, construction is scheduled to begin late in the week of April 29, 2019 with mobilization (contractor equipment delivery), materials delivery, and setting up traffic control. One of the subcontractors will also start installing erosion control. This work will be done under traffic with the use of flaggers. Two-way traffic will be maintained but you should be prepared for delays during work hours. All intersections will remain open. The road will be closed to thru traffic but open to local traffic during construction.

The next major item will be sanitary sewer and water installation. The current schedule is to start installation of sanitary sewer from N. Gillett Street to a point approximately 1300 feet East. After this stretch of sanitary sewer is complete, the contractor will move back to N. Gillett Street and start water main construction to Shooting Star Lane. The same sequence of construction (sanitary first, water main second) will continue East to N. Richmond Street. After all the mainline work is completed, the contract will start at N. Gillett Street and work East installing sanitary sewer and water main laterals. This work will be mostly in the roadway as well as some crossings, so please avoid the work zone as there will be many times when you will not be able to travel through the work zone. Updates will be provided via our twitter feed. You will be able to sign up for the twitter feed by going through the Town web site at www.grandchute.net/departments/public-works/construction-projects/road-construction-updates/ where it will link you to the Elsner Road project web page. You can sign up for the twitter feed at this location.

Once the sanitary sewer and water main are completed, the contractor will move between Indigo Lane and N. Orion Lane to install the 48"x76" culvert crossing. This section of Elsner will most likely be closed during the estimated 2-week period to install the pipe. Please use alternate routes and plan accordingly for possible additional time needed to get to your destination.

The storm sewer construction would follow the large culvert construction. The current schedule is to start installation of storm sewer from N. Gillett Street to N. Richmond

Street. After the mainline is complete, the contractor will jump back to N. Gillett Street and start installing storm laterals working East to N. Richmond Street.

The street excavation contractor will then start at N. Gillett Street and proceed East with their work. Local access will be maintained. All intersections will remain open except for the times when work is occurring in the intersection.

The next item will be to place curb and gutter throughout the project. This will be followed by construction of asphalt trail.

This will be followed by driveway construction and landscaping. Once these items are completed, the asphalt pavement will be placed.

The current contract final completion date is September 28, 2019.

Please remember this is a preliminary schedule and subject to change. Project updates will be posted on the Town web site at www.grandchute.net/departments/public-works/construction-projects/road-construction-updates/ on a weekly basis. Click on Departments-Public Works-Road Construction Updates.

The contractor intends to work from 7:00 am to 6:00 pm, Monday through Friday.

In order to assist the contractors in completing this work as quickly as possible, we request that if you are planning any private construction work this summer to schedule construction work on your private property at a time when work under this contract will not be occurring in your area. If the Town contractor has to work around a private contractor, it delays the completion of the street project for everybody. Your cooperation in this matter is appreciated.

Project Limits

The majority of the construction is within the street right-of-way. However, some construction is planned outside of the right-of-way, either in your yard or driveway. This is done to properly blend the new construction into your yard and driveway. These limits are scheduled to be staked on April 25, 2019.

If you do not want the Town's contractor to perform work on your property, please notify Carl Sutter, Mick Magalski or Jordan Jelinski at McMahan Associates by May 3, 2019 so the Town's contractor can be notified. Please keep in mind that the intent of the design was to make the best situation for stormwater runoff, minimize/ eliminate water ponding areas, and provide smooth transitions for driveways and lawns. If you do not want the Town's contractor to perform work on your property, this could result in ponding issues on your property, steep slopes from the Town's project to your property, possibly causing tripping hazards or an undesirable slope in your driveway.

Access to Properties

The street will be open to local traffic during the course of construction. We advise limiting the number of times you drive through the project while it is underway. You will be able to access your property except for the times when work is being performed at your parcel and when the concrete curb and/or driveway are poured. Any concrete work (curb & gutter and driveway) will require a 7-day cure time prior to being able to drive over it. The contractor will provide a gravel ramp over the curb once the 7-day cure time has passed and the concrete cylinder break has met the specified strength.

If you are planning a special event that requires access to your property during the construction, please contact us so we can inform the contractor.

Water Service

For properties that currently have municipal water services, service will continue during the course of the project. However, there may be times when temporary disruption of water service will be necessary. Grand Chute Sanitary District # 1 will notify you one day prior to any scheduled shut down and as soon as possible for any unforeseen shut down such as a water main break. Door hangers on the front door will be used for notification purposes.

Existing Landscaping and Encroaching Facilities

Any planting or other landscaping features such as patio blocks, retaining walls, etc. within the construction zone that you wish to save must be removed prior to construction. Trees and bushes that are in conflict with the new construction will be marked prior to construction so property owners can arrange for moving them, if desired. The contractor will remove and dispose of any items left within the construction limits as work progresses past your property.

In addition, if you have items such as dog fences within the street right-of-way, you are liable for those facilities. Although Diggers Hotline will mark public utilities within the right-of-way as part of the project, private facilities like this are not marked and may be damaged unless the property owner gets them located. Any private facilities located within the street right-of-way without a permit are at the property owner's risk. Although the contractor will use caution and attempt to protect these facilities, the responsibility to repair unpermitted facilities is the property owner's if they are damaged.

If you have any questions about the construction limits and what will be able to stay and what will need to be removed, please contact Carl Sutter, Mick Magalski, or Jordan Jelinski at McMahan.

Mail, Newspapers, & Refuse Collection

Mailboxes will be removed and placed at the driveway of each property when the project starts. Each property owner will be responsible to store their mailbox in a location of their choosing (such as a garage) during the course of the project. Temporary cluster mailboxes will be installed on the North side of Starview Court east of Shooting Star Lane. Mail will be delivered to these mailboxes during construction. USPS will provide the notifications of when the mail delivery service will be switched to the temporary location and when it will return to delivery at each individual property.

At the completion of construction, the existing mailboxes will be reinstalled behind the new curb in front of the individual residences under the Town contract.

Newspaper delivery is scheduled to be made in bins adjacent to the cluster mailboxes during construction.

Refuse will be collected on the same days as originally scheduled. If refuse cannot be collected in front of your house due to construction, you may need to place your refuse container either further down your block or on a side street until the work is completed in front of your property.

School Buses

School buses are currently scheduled to continue using their same routes. Any changes in pickup and drop off locations will be communicated through the school bus company.

Additional Work

Each property will receive a minimum of one storm lateral as part of the project. For properties that currently have more than one storm sewer lateral running out to the road ditch, the laterals from the storm sewer main to the property line (or connection) will be included in the project cost. If additional laterals are requested, a “Waiver of Special Assessments Notices and Hearings” form will need to be filed. A copy of this form is attached. Additional costs would be based upon the actual quantities placed, plus a 5% administration fee. Project bid prices are \$42.29 per lineal foot for 4-inch storm sewer lateral and \$136.76 per 4-inch cleanout. Each property would be required to install a cleanout. For example, if a property owner wanted to install an additional 30-foot long lateral, the charge would be calculated as follow:

30-feet of 4-inch storm sewer lateral @ \$42.29 per LF	\$1,268.70
1 cleanout @ \$136.76 each	\$136.76
Subtotal:	\$1405.46
Administration (5%):	\$48.00
Total:	\$1,475.73

Requests for additional laterals should be sent to McMahon. All requests for additional laterals must be received by June 7, 2019.

If you would like to change your driveway from gravel to concrete, or asphalt to concrete, this can be done under the Town contract for the areas that are currently included in the scope of work. The Town would require you to sign a “Waiver of Special Assessment Proceeding” form (attached), which would give you an estimate of the additional cost to the project. As with the storm sewer laterals, there would be a 5% administration fee added to the cost. The contract unit prices are \$23.30 per square yard for asphalt driveway and \$57.50 per square yard for concrete driveway. The prices charged would be the net Town cost. The net cost for this project is \$56.01 per square yard to switch from gravel to concrete, and \$35.91 per square yard to switch from asphalt driveway to concrete driveway. All of these rates include the administration fee.

Requests for a change in driveway material should be sent to McMahon. All requests for a change in driveway material must be received by June 21, 2019 to prevent a late processing charge. Any requests received between June 24, 2019 and July 12, 2019 will incur a \$200 processing charge in addition to the waiver work. No changes in driveway material requests will be accepted after July 12, 2019.

Expectations

During the course of this project, there will be inconveniences such as noise, travel delays, dust, and other items associated with street construction. The Town of Grand Chute and the contractor are committed to working with the property owners to make this project run as smoothly as possible.

Additionally, we would like to note the specifications the Town uses are based on Wisconsin Department of Transportation specifications with some revisions made by the Town to cover local conditions.

As an example, the Town specifies pulverized topsoil with a lawn seed mix of 50% Kentucky Bluegrass, 25% Creeping Red Fescue, and 25% Perennial Ryegrass. The ryegrass germinates first to establish cover and the other seeds germinate later to fill in the remainder of the lawn.

The contractor is responsible for placing topsoil, seed, fertilizer, and mulch. Residents are responsible for maintenance after the initial restoration. This includes watering, weeding, additional fertilizing, overseeding, and mowing. Lawn maintenance recommendations will be posted on the website.

The Wisconsin Concrete Pavement Association has prepared a letter regarding driveway care, maintenance, and performance. A copy of this letter is enclosed and is also on the Elsner Road web site. The most important item to note from this letter is that salt application over the winter should be minimized. The safest salt to use is sodium chloride (NaCl). Most bagged deicing salts have magnesium chloride (MgCl), calcium chloride (CaCl), and potassium chloride (KCl) which can be extremely destructive to concrete. These salts will chemically react with concrete causing surface scaling. This is

particularly true during the first two winters after installation and these types of salts should not be used.

Contact Information

For most of the questions you may have during this project, please contact Carl Sutter, Mick Magalski or Jordan Jelinski at McMahon Associates, Inc. (751-4200). In addition, you can contact Carl on his cell phone (858-0817) or via email (csutter@mcmgrp.com). You can also email Mick Magalski (PMagalski@mcmgrp.com) or Jordan Jelinski (jjelinski@mcmgrp.com). If you email, please refer to Elsner Road in the subject line.

The twitter feed provided for this project is used to provide project information to interested parties. The mailbox is not monitored. If you have specific project questions, please email at the addresses listed above.

We will also be supplying a full-time project representative during this project. Currently, our full-time project representative for this project is Chris Bohne. He will be available at phone number 415-2234. He will be able to meet with you on questions concerning issues such as where your storm sewer lateral will run, help in measuring for potential additional work, and schedules for a particular day.

The contact information for the Town is:

Katie Schwartz, P.E., Director of Public Works
Phone 832-1581
Email: Katie.Schwartz@grandchute.net

Karen Heyrman, P.E., Deputy Director of Public Works
Phone 832-1581
Email: Karen.Heyrman@grandchute.net

Todd Prah, Public Works Superintendent
Phone 832-1581
Email: Todd.Prah@grandchute.net

The contact information for the general contractor and subcontractors is:

Wondra Construction Inc.
Matt Cameron
Phone: 920-387-5840
Email: matt@wondraconstruction.com

Sommers Concrete
Aaron Sommers
Phone: (920)-986-3301
Email: aaron@sommersconst.com

Northeast Asphalt
Aaron Green
Phone 920-757-7501
Email: agreen@neasphalt.com

Highway Landscapers
Larry Larson
Phone: 920-858-2433
Email: llhighway@new.rr.com

Safety

Please remember there are many hazards associated with a construction project. Driving at a reduced speed will make it safer for everyone. Also, a construction project makes an attractive but very dangerous playground for children. Please warn them of the dangers of construction and keep them clear of the construction zone.

We realize there will be inconveniences during this project. The Town of Grand Chute is committed to doing everything possible from their perspective to make this project run as smoothly as possible. We thank you for your cooperation and ask for your patience.

VTY,
CCS

Cc: Katie Schwartz, P.E., Director of Public Works – Town of Grand Chute
Karen Heyrman, P.E., Deputy Director of Public Works – Town of Grand Chute
Angie Cain, Clerk – Town of Grand Chute
Todd Prahl, Public Works Superintendent – Town of Grand Chute

Attachments: Waiver of Special Assessment Proceedings (sump pump lateral)
Waiver of Special Assessment Proceedings (asphalt driveway)
Waiver of Special Assessment Proceedings (concrete driveway)
WCPA concrete driveway letter