



**Meeting:** Village Board  
**Meeting Date:** 12/10/2012  
**Agenda Item:** 6b

**Mission Statement**  
Delivering quality services in a courteous, cost-effective and efficient manner.

## VILLAGE BOARD MEETING STAFF REPORT

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**REPORT TO:** Burt R. McIntyre, President  
Village Board of Trustees

**REVIEWED BY:**

**REPORT FROM:** Michael J Kaster, PE, Director of Engineering

**AGENDA ITEM:** Review and take action on Preliminary Resolution 2012-26 declaring the intent to exercise special assessment powers under Wisconsin Statute Section 66.0701 upon Sherwood Street, Woodland Road, and Shawano Avenue.

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### **POLICY ISSUE**

Should the Village Board approve the preliminary resolution?

### **BACKGROUND INFORMATION**

Wisconsin DOT has planned an improvement of the intersection of STH 29 & CTH FF/Sherwood Street. Included in the DOT's project is the construction of a full diamond interchange, reconstruction of Sherwood Street from STH 29 to Shawano Avenue, Roundabout construction at the intersection of Sherwood Street & Shawano Avenue, as well as intersection closures at Shawano & Woodland, and Sherwood & Catherine Drive via cul-de-sac construction. (See attached Project Overview Map) The DOT construction will improve the involved roadways to an urban section road with curb & gutter, storm sewer, and sidewalks. The DOT construction is scheduled to begin in July of 2013.

It is Village policy to extend sanitary sewer, watermain, and storm sewer prior to rural roadway reconstruction. Extending the utility services at this time helps reduce the overall cost of utility construction. One of the cost reductions comes from the elimination of most roadway repair costs caused by the utility installation.

In a 2002 project the Village installed watermain along Shawano Ave in the project area. In a 2007 project the Village and Brown County improved Shawano Ave to an urban section roadway with curb & Gutter, storm sewer, sanitary sewer, and sidewalks to the intersection of Shawano Ave and Catherine Dr. Utilities would be extended to benefit and serve properties in the DOT project area as well as along Shawano from Catherine to the east limit of the DOT construction, and along Woodland Road between Sherwood and Shawano. (See attached Utility Extension/Relocation map)

As currently planned, DOT road construction would leave a short section (approximately 720' from Catherine to 200' west of Woodland) of Shawano Ave in its existing rural section with urban section roadways on each end. With this in mind Brown County has planned to urbanize this section at the same time. This will eliminate an undesirable traffic condition of traveling on a roadway that

transitions from urban to rural and then back to urban. Not only is it an unsafe condition, it is aesthetically awkward, and prudent to urbanize this section of roadway as well.

Ultimately the project area will be benefited by improved pavement condition, aesthetics, safety, parking conditions, drainage, and fire protection. The project area will also be benefited by municipal utility service, and increased roadway traffic carrying capacity.

Approving the attached resolution is a preliminary step in a project that formally provides notice to property owners that a project may result in the levying of special assessments. The resolution directs that plans, specifications, estimates, and a schedule of assessments be prepared, to be reviewed at a public hearing in the future. At that time, the Village Board shall determine if any work or improvement shall be authorized and assessed in whole or in part. The assessments would be prepared in accordance with Village Policy and State Statutes. If the resolution is approved the survey, design, permitting and bidding activities would begin immediately. Property owners have been informed about potential Village Board action at the December 10<sup>th</sup> 2012 Village Board meeting with the attached letter.

Construction could begin as early as April 2013 and would be scheduled to be completed in July subject to weather conditions.

**PRIOR ACTION/REVIEW**

The Village budgeted the project for 2013.

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

1. Is There A Fiscal Impact?	<u>Yes</u>
2. Is it Currently Budgeted?	<u>Yes</u>
3. If Budgeted, Which Line?	<u>Utility</u>
	<u>Enterprise Funds</u>
4. <u>Amount</u>	<u>\$1,020,000</u>

**RECOMMENDED ACTION**

Village staff recommends that the Village Board approve the preliminary resolution.

If the Village Board were in favor of this policy action, the following motion may be made:

***“Motion to approve resolution 2012-26 declaring the intent to exercise special assessments upon Sherwood Street, Woodland Road, and Shawano Avenue”.***

**POLICY ALTERNATIVE(S)**

The Village Board could take the following actions:

- Approve resolution 2012-26
- Deny the resolution and decide how to proceed
- Table the resolution and request additional information

**ATTACHED INFORMATION**

- I. Resolution 2012-26

- II. Letter notifying property owners of the Village Board Meeting
- III. Utility Extension/Relocation project limit map
- IV. DOT "Project Overview" map

**COPIES FORWARDED TO:**

- I. None

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER WISCONSIN STATUTE SECTION 66.0701 UPON SHERWOOD STREET, WOODLAND ROAD, AND SHAWANO AVENUE FOR SANITARY SEWER AND LATERALS, WATERMAIN AND SERVICES, STORM SEWER AND LATERALS, DRIVEWAYS, CURB AND GUTTER, AND ROADWAY RECONSTRUCTION.

The Village Board of the Village of Howard, Brown County Wisconsin do hereby resolve as follows:

1. The Village of Howard hereby declares its intention to exercise its power under Section 66.0701 of the Wisconsin Statutes to levy special assessments upon Glendale Avenue, Chatsworth Drive, and Evergreen Avenue as follows:

A. The easterly and westerly sides of Sherwood Street, beginning at Catherine Drive, continuing northerly along Sherwood Street, ending at Shawano Avenue for sanitary sewer and laterals, and watermain and services, including:

Parcel VH – 68-2  
Parcel VH – 68  
Parcel VH – 74-6  
Parcel VH – 74-4  
Parcel VH – 74-5  
Parcel VH – 74-2  
Parcel VH – 228  
Parcel VH – 229-8  
Parcel VH – 229-3  
Parcel VH – 229-5  
Parcel VH – 229-20

B. The northerly and southerly sides of Woodland Road, beginning at Sherwood Street, continuing easterly along Woodland Road, ending at Shawano Avenue for sanitary sewer and laterals, and watermain and services including:

Parcel VH – 228  
Parcel VH – 74-6  
Parcel VH – 229-8  
Parcel VH – 229-23  
Parcel VH – 229-2

C. The northerly and southerly sides of Shawano Avenue, beginning at Catherine Drive, continuing westerly along Shawano Avenue, ending approximately 200 feet easterly of Troy Street for sanitary sewer and laterals, water services, storm sewer and laterals, driveways, curb and gutter, and roadway reconstruction including:

Parcel VH – 68-1

Parcel VH –228-2  
Parcel VH – 228  
Parcel VH – 228-1  
Parcel VH –229  
Parcel VH – 229-9-A  
Parcel VH – 229-9  
Parcel VH – 229-2  
Parcel VH – 68-2

2. The total amount assessed by the Village shall not exceed the cost of the improvements.
3. The Assessment against any parcel may be paid in cash or installments to be determined at the public hearing on the proposed assessment. This payment procedure is not applicable to developers who must comply with the Village procedure of escrowing money to cover special assessments in advance of the installation of the improvements.
4. The Village determines that such improvements shall be installed and assessment therefore levied under the police power and that the amount assessed against each benefited parcel shall be based on the Village of Howard Special Assessment Policy for public improvements.
5. The Village Engineer is directed to prepare a report consisting of:
  - A. Preliminary or final plans and specifications.
  - B. An estimate of the entire costs of the proposed work or improvement.
  - C. A schedule of the proposed assessments.
  - D. A statement that the property against which the assessments are proposed is benefited.
6. After completing such report, the Village Engineer is directed to file a copy thereof in the Village Clerk's office for public inspection.
7. Upon receiving the report of the Village Engineer, the Village Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7), Wis. Stats., unless prior thereto a written waiver of such notice is received by the Clerk from the owners of all of the property affected by said public improvements against which assessments are to be levied. If such notice is required the hearing shall be held in the Village Hall at a time set by the clerk in accordance with Section 66.0703(7), Wis. Stats.

Adopted by the Board of Trustees of the Village of Howard, Brown County, Wisconsin,  
this 10th day of December 2012.

APPROVED:

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Burt McIntyre, Village President

ATTEST:

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Christopher Haltom, Village Clerk

Published: 12 | 14 | 12



December 5<sup>th</sup>, 2012

**RE: Meetings Notice  
STH 29 & CTH FF Utility Extension/Relocation Project  
Sherwood Street, Woodland Road, and Shawano Avenue**

Dear Property Owner:

The Village of Howard is currently planning for utility construction and relocation on portions of Sherwood Street, Woodland Road, and Shawano Avenue (see attached Map). This work includes the installation of sanitary sewer, storm sewer, water main, sewer and water laterals, sidewalks, curb and gutter, and asphalt roadway. As a result I am informing you that:

The Village Board is scheduled to review and take action on a preliminary resolution that *declares the intent* to levy special assessments at some future date for the above mentioned project on December 10<sup>th</sup> at 6:30 p.m. in the Village Hall Board Room located at 2456 Glendale Avenue. If you choose to attend the board meeting, please use the rear entrance to the building as the front door will be locked.

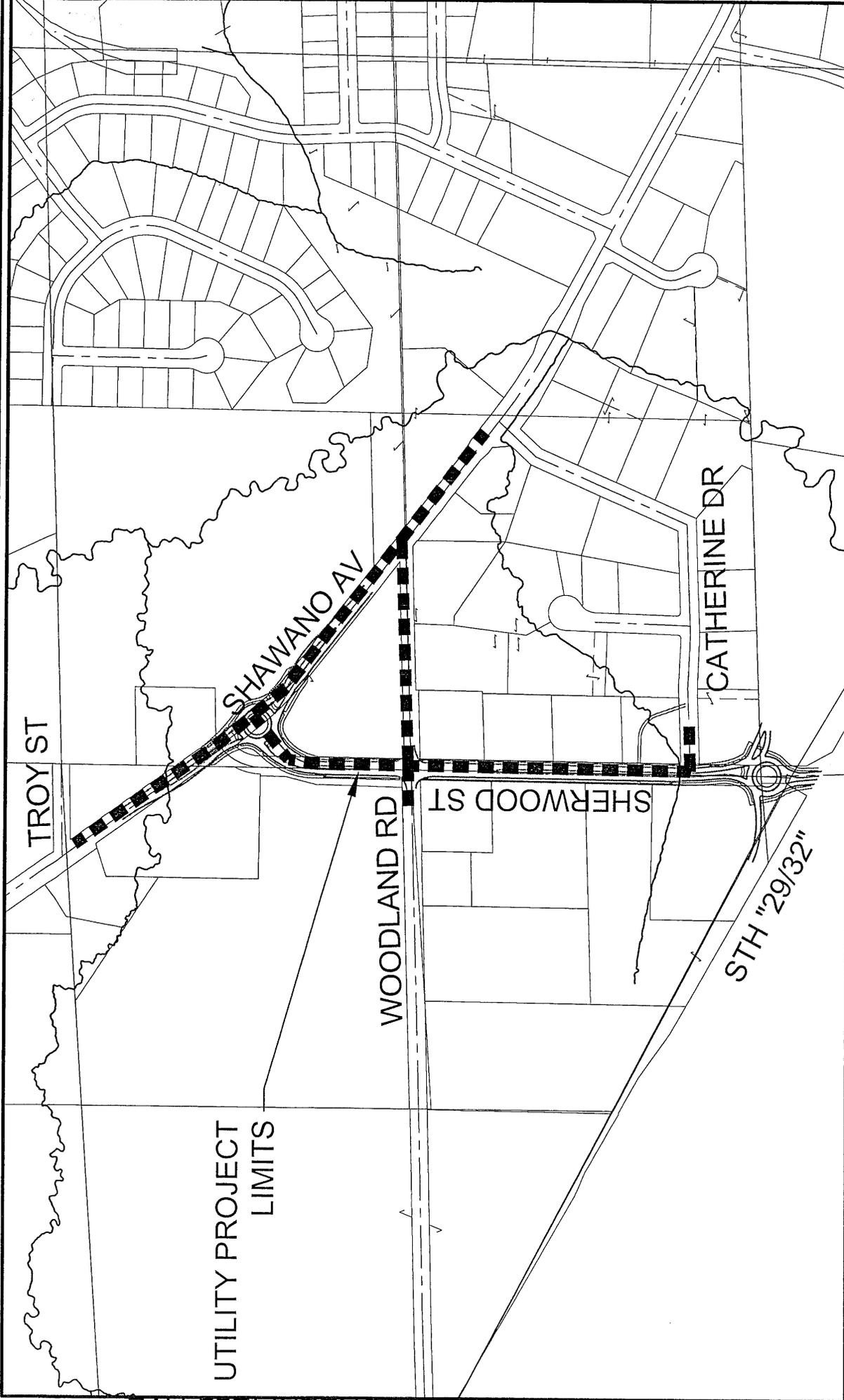
If you have any questions please call me at 434-4060 or stop by the Public Works Facility at 1336 Cornell Road so that I may address your questions and concerns.

Respectfully,

*Michael J Kaster*

Michael J Kaster, P.E.  
Director of Engineering

CC: Burt R. McIntyre, Village President  
George Speaker, Village Trustee, Wards 7 & 8.  
Daniel Deppeler, Village Trustee, Wards 15,16, & 17  
Paul F. Evert, Village Administrator



UTILITY PROJECT  
LIMITS

TROY ST

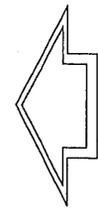
SHAWANO AV

WOODLAND RD

SHERWOOD ST

CATHERINE DR

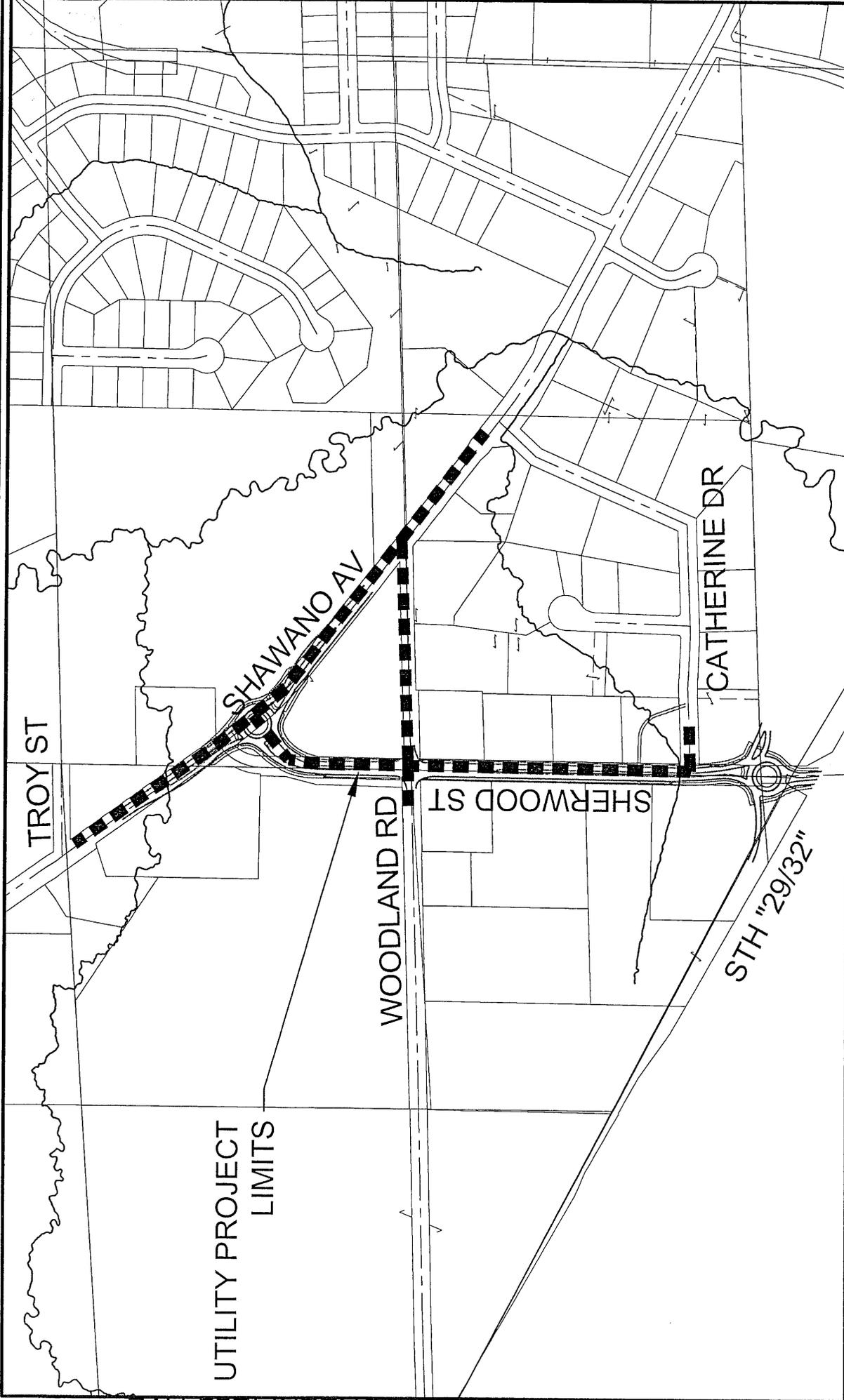
STH "29/32"



NORTH

STH 29 & CTH FF UTILITY  
EXTENSION/RELOCATION  
VILLAGE OF HOWARD ENGINEERING DEPARTMENT  
1336 CORNELL RD., GREEN BAY, WI 54313 (920) 434-4060





UTILITY PROJECT  
LIMITS

TROY ST

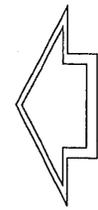
SHAWANO AV

WOODLAND RD

SHERWOOD ST

CATHERINE DR

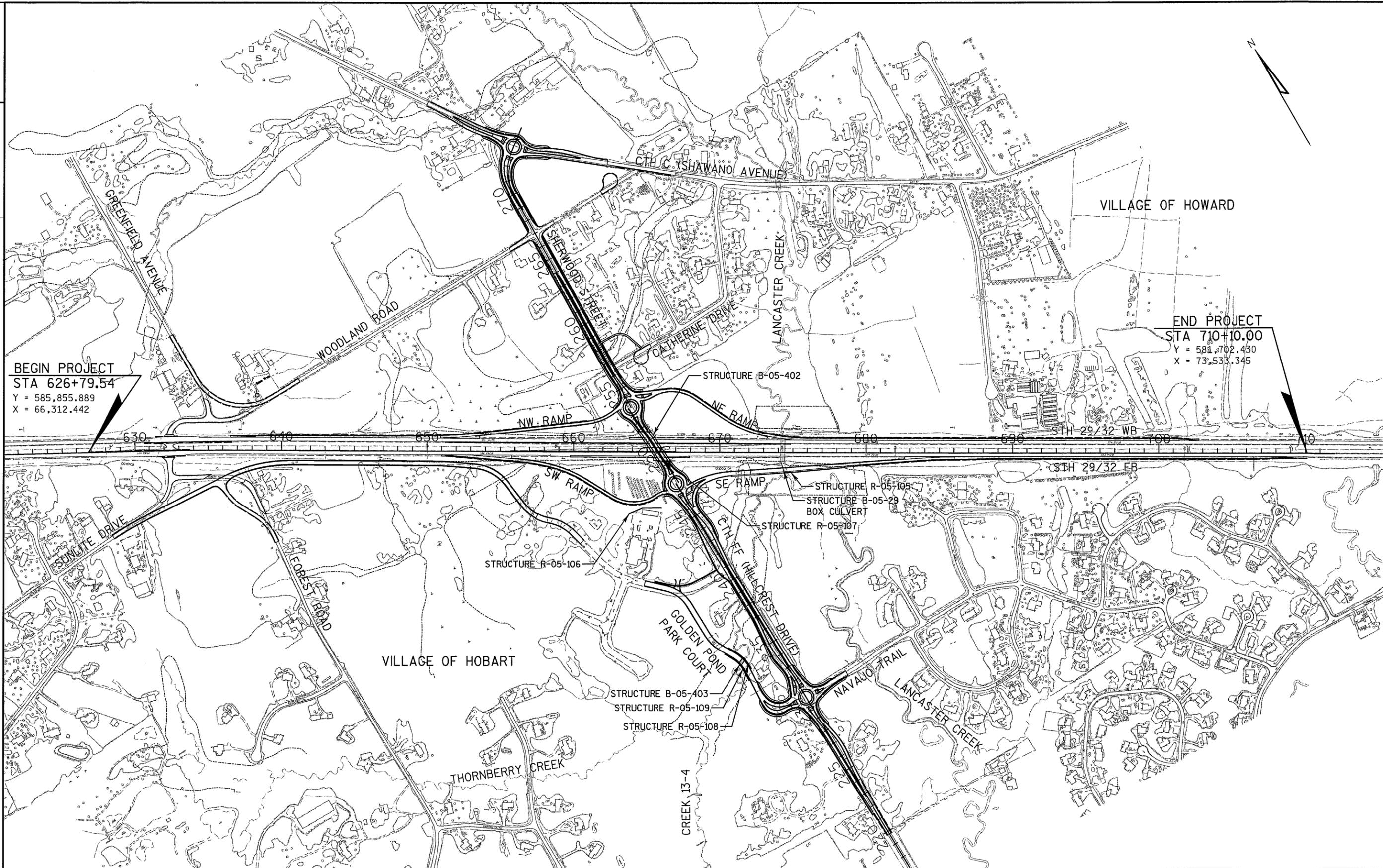
STH "29/32"



NORTH

STH 29 & CTH FF UTILITY  
EXTENSION/RELOCATION  
VILLAGE OF HOWARD ENGINEERING DEPARTMENT  
1336 CORNELL RD., GREEN BAY, WI 54313 (920) 434-4060





PROJECT NO: 9200-04-71	HWY: STH 29/CTH FF	COUNTY: BROWN	PROJECT OVERVIEW	SHEET	E
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