



## Memorandum

DATE: June 11, 2009

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Recommendation to Revise Rear Yard Drainage Grant Program

Due to the current City financial situation and in order to leverage an increased number of drainage projects, a recommendation is being made to consider revisions to the City's current Rear Yard Drainage Grant Program (RYDGP). Attached to this memo are a copy of the existing RYDGP application and a copy of the proposed revisions to the RYDGP.

Currently, the City funds 50% of the hard cost of a drainage project. We are proposing to reduce the City's subsidy to 25% of the hard cost of the project. In addition, eligibility would now be extended to those situations that involve enclosing a major drainage way that is within 25 feet of a principal structure in a residential use. It should be noted that any enclosure project would not be allowed if it resulted in an open section of drainage way less than 80 feet in length.

If the Common Council approves this program change, it would be effective starting in 2010.

Enclosures  
C: Mayor Merkes



CURRENT

CITY OF MENASHA  
REAR YARD DRAINAGE GRANT PROGRAM  
APPLICATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF DRAINAGE PROBLEM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GRANT PROGRAM CONDITIONS:

ELIGIBILITY - Any property owner who has a drainage problem on a parcel for which there exists no drainage plan or any property owner whose property conforms to the approved drainage plan but still has a drainage problem. The existence of a "true" drainage problem shall be verified by the City Engineer or Director of Public Works. Re-grading of yards for any other reason will not be an eligible activity within this program. In most cases, it is expected that more than one property owner will be involved. In order to be eligible, a property owner may not be delinquent with any existing City bills, and all properties shall be in compliance with all City ordinances and standards.

FUNDING - 50% match of "hard costs" involved in correcting the drainage problem. Hard costs include all contracted costs and materials. Not included are soft costs provided by the City, e.g. preliminary surveying, engineering, drafting, staking, and inspection. Soft costs will be absorbed by the City. The total grant amount available for the year is determined through the budget process, established by the Common Council.

APPLICATION PROCESS - Once a drainage problem has been verified, the property owner may complete an application for the grant program. Grants will be distributed on a first come, first served basis. The application for a grant shall be signed by all involved property owners. The 50% charge to the property owners will be established as a special assessment in accordance with Section 3-2-14 of the Municipal Code.

PROJECT SCHEDULE - The work will be planned and coordinated by the Engineering Department. Depending on the estimated cost of the project, either proposals will be sought through public advertisement or bids will be received in accordance with State Statutes.

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We, the undersigned owners of property benefited by the proposed drainage improvement to be made by the City of Menasha, in consideration of the construction of said improvement by the City of Menasha, hereby admit to the levying of special assessments against our premises under S.66.60 of the Wisconsin Statutes, for the cost of such improvement.

In accordance with S.66.60(18) of the Wisconsin Statutes, we hereby waive all special assessment notices and hearings required by S.66.60 of the Wisconsin Statutes, and we further agree and admit that the benefit to our properties, from the construction of such improvement, will be portioned out on an equal, per lot unit basis, for all undersigned property owners.

We further agree that we will comply with all grant program conditions, as stated on this application.

<u>STREET ADDRESS</u>	<u>SIGNATURE OF OWNER(S)</u>	<u>DATE:</u>	<u>WITNESS</u>

PROPOSED REVISED  
CITY OF MENASHA  
REAR YARD DRAINAGE GRANT PROGRAM  
APPLICATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF DRAINAGE PROBLEM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GRANT PROGRAM CONDITIONS:**

**ELIGIBILITY** - Any property owner who has a drainage problem that involves more than one lot, is caused by runoff from more than one lot, or is caused by a "downstream" obstruction or filling. The existence of a "true" drainage problem shall be verified by the ~~City Engineer or~~ Director of Public Works. Re-grading of yards for any other reason will not be an eligible activity within this program. In most cases, it is expected that more than one property owner will be involved. Also, if a primary residential structure is located within 25 feet of a major drainage way (minimally equivalent to a 36 inch storm sewer), the cost to enclose the drainage way is eligible. Enclosure of the drainage way shall not result in an open drainage way of less than 80 feet. In order to be eligible, a property owner may not be delinquent with any existing City bills, and all properties shall be in compliance with all City ordinances and standards.

**FUNDING** – The City will fund 25% match of "hard costs" involved in correcting the drainage problem. Hard costs include all contracted costs and materials. Not included are soft costs provided by the City, e.g. preliminary surveying, engineering, drafting, staking, and inspection. Soft costs will be absorbed by the City. The total grant amount available for the year is determined through the budget process, established by the Common Council.

**APPLICATION PROCESS** - Once a drainage problem has been verified, the property owner may complete an application for the grant program. Grants will be distributed on a first come, first served basis. The application for a grant shall be signed by all involved property owners. The 75% charge to the property owners will be established as a special assessment in accordance with Section 3-2-14 of the Municipal Code.

