



Infrastructure Standards & Special Assessment Policy

1. Purpose. The purpose of this policy is to document the special assessment policies for infrastructure installation and replacement. The historical policies have been modified based on the establishment of the Transportation Utility in 2020.

Special assessments are charges levied by local governments against real property to defray the costs of public work or improvements which benefit such property. Special assessments are flexible. They can be used to pay for street construction, curb and gutter, storm and sanitary sewer improvements, water mains and facilities, tree removal, park land condemnation and many other public improvements. Because only those properties which specially benefit from the improvement bear the cost of the improvement, the general property tax is not burdened.

2. Objectives. The objectives of the Village's special assessment policy are:

- (a) To ensure that special assessments are levied consistently across the Village;
- (b) To provide additional guidance on the implementation of Village Ordinance Chapter 50 Article II Special Assessments and Charges;
- (c) To provide standardized guidance for use by all Village departments in accordance with Village Ordinance Chapter 430 Street and Sidewalks;
- (d) To account for the creation and implementation of the Transportation Utility.

3. Application. This policy applies to special assessments imposed by the Village of Kimberly after the effective date of this policy. Special assessments are imposed by the Village according to Municipal Code Chapter 50, Article II Special Assessments and Charges. A diagram reference of the Typical Assessments can be found in Exhibit A.

4. Billing. The billing of special assessments will be sent at the conclusion of the project. Currently the following payment options are approved by the Village Board:

- Payment in Full prior to November 1st of the billing year with no interest charge.

- 5 or 10 Year Payment Plans: Equal amounts to be paid with tax bills for the number of years chosen with interest charged on the unpaid balance. No installment shall be less than \$100 annually. The interest rate is set on the date of the Special Assessment Public Hearing at prime plus 1%. Prepayment can be made at any time without penalty.
- Payment of the special assessment in full is due prior to the conclusion of a payment plan in the following circumstances:
 - refinance of the subject property; or
 - sale of the subject property.

5. Utility Portion of Infrastructure Improvements. As a method to reduce assessments, the participating utilities on a project (both new and reconstruction) will be assigned a portion of the roadway construction and restoration costs. Only utilities participating in the project will be assigned costs as outlined below:

- (a) Sanitary Sewer = 24.2% Assignment (typical)
- (b) Storm Water = 15.2% Assignment (typical)
- (c) Water = 18.2% (typical)

The assignment of roadway construction and restorations costs will be done by the Village Engineer and presented in the Engineer’s Report. This information will illustrate the reduction in roadway construction assessment rates to the property owners and/or charge to the Transportation Utility.

6. Street Reconstruction. Roadway reconstruction special assessments are eliminated.

7. New Street Construction. Assessed at 100%, no change to the historic policy. This includes new streets, streets that currently exist in asphalt and any future street that is annexed to the Village of Kimberly.

- 7.1.** Assessment will be levied according to the total front foot dimension of a property abutting the right-of-way.
- 7.2.** Corner lot credit shall apply, ½ of the long side, with a maximum of 60-feet will be given.
- 7.3.** The standard residential street will be 33-feet wide, back-of-curb to back-of curb.
- 7.4.** The Village will assume the cost of any new street width greater than 33-feet.
- 7.5.** The Village will assume the cost of any pavement depth over the standard 6-inch residential requirement.
- 7.6.** The standard residential, commercial or industrial street will be concrete. Concrete street depths will be:

Residential: 6-inch concrete over 6-inches of basecourse (WisDOT 1 ¼" base aggregate dense)

Truck Route: 8-inch concrete over 6-inches of basecourse (WisDOT 1 ¼" base aggregate dense)

7.7. The Village will assume the cost of the intersection, based on front foot basis.

8. Driveway Aprons. Assessed at 100%, no change to the historic policy. All existing driveway aprons within the street right-of-way shall be constructed in concrete as part of the roadway project and in accordance with Village ordinance. The price of the apron shall be part of the contract.

9. Sidewalk Reconstruction. Sidewalk reconstruction assessments are eliminated, except when the damage is caused by property owner or occupants actions.

10. New Sidewalk Construction. New sidewalks will be assessed at 100% to the property owner.

11. Storm Sewer Mains. A storm sewer main is part of the overall storm sewer system to convey surface runoff of clear water. This drainage system handles runoff from storm events and is part of a larger storm water management plan within the Village. Storm sewer mains collect water from mini storms and catch basins. The water is then discharged into the storm water management system, likely to a storm water pond.

Storm sewer mains within the Village varies from 12-inch to 48-inches and are typically located under public roadways. Storm sewer mains are installed, owned and operated by the Village Storm Water Utility. The cost of the storm sewer main is 100% paid for by the Storm Water Utility.

In newer subdivisions, a storm sewer serves as a collection system not only for surface runoff from the land and streets, but also as a system to collect sump pump discharge and a limited number of roof drains from private properties to the lateral installed to each individual property. In these areas, a mini storm sewer system is not present. Therefore, allowable connections in these areas include sump pump and **one** roof drain or downspout.

The following are examples of systems that shall **not** be connected to the storm system. These include, but are not limited to:

- Rear or front yard surface drains;
- Greater than one roof drain;
- French drains;

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Revised Date: March 2, 2026 v5

Village of Kimberly

- Drain tile; and
- Any other connection for the purpose of draining a property other than the discharge of a sump pump.

12. Mini Storm Sewer. The Village’s mini storm sewer policy was adopted March 15, 1993, and is further clarified hereafter. A mini storm sewer is a storm sewer system that is located on Village property, usually under the terrace area in the older sections of the Village. In these sections of the Village, the storm sewer was only designed to collect surface runoff from the land and streets. There are laterals off the mini storm main sewer to each property on the street. The property owner is required to connect their private sump pump discharge from the home to the mini storm lateral.

The mini storm lateral is provided for several reasons:

- a) To help prevent puddling and ponding of sump pump discharge water in yards;
- b) To prevent sump pump water from flowing across sidewalks and freezing in winter months;
- c) To meet Wisconsin Department of Natural Resources (WDNR) and Heart of the Valley Metropolitan Sewerage District (HOVMSD) requirements to alleviate clear water that finds its way into sanitary sewers.

Rainwater continually adds to the groundwater that is present around all home basements. The more groundwater present, the higher the hydrostatic pressure of this groundwater, thus more clear water forced into sanitary sewers – costing the community more money on treatment of wastewater. The more clear water kept out of sanitary sewer systems, the more saved on sanitary sewer treatment fees. Additionally, clear water increases the volume of sewage to be treated, which strains capacity at the wastewater treatment plant.

Properties without sump pumps will still be required to install a lateral stub to the property. During a project, it is easier and more cost efficient to install the lateral to every property regardless of sump pump status. The special assessments for these specific installations may be deferred until the home is sold or the property owner connects to the lateral. These deferred special assessments are **not** subject to payment in full due to refinancing the property.

Only sump pumps can be connected to the mini-storm lateral. The mini-storm system has been designed to collect the limited, clean water coming from a known source (sump pump). The following are examples of systems that shall **not** be connected to the mini-storm system. These include, but are not limited to:

- Rear or front yard surface drains;
- Roof drains;
- French drains;

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- Drain tile; and
- Any other connection for the purpose of draining a property other than the discharge of a sump pump.

PENALTY: On or after January 1, 1999 roof drains and any other connection for the purpose of draining a property other than the discharge of a sump pump will not be allowed to drain into the Village of Kimberly mini-storm sewer system. First offense – notice to disconnect within 48 hours. Second offense – Forfeiture of \$500.00 shall be assessed at the expiration of said 48 hours.

Roof drains connected to the Village’s mini storm sewer system prior to January 1, 1999 will be grandfathered and allowed to remain in the system.

12.1. Existing Mini Storm Connections to Village Storm Sewer System.

General. Property owners who have previously connected to the Village storm sewer system in the back of a catch basin or inlet or directly into a manhole prior to a Village storm sewer system being available will be required to remove that existing connection and connect to the newly installed lateral when it is supplied by the Village.

Installation. The Village will install a mini storm lateral to a point one-foot beyond the property line as part of the mini storm sewer or street reconstruction project. The lateral shall be four-inches in diameter and at a depth dependent on the available depth of the existing storm sewer. The Village will attempt to locate the lateral for the property owner with the intent being the shortest distance to the existing discharge point at the time of construction. Property owners may request a change in location by contacting the Director of Public Works prior to the construction of the lateral.

Cost. The Village will be responsible for the cost of the new connection if the existing connection is operating as intended. The Village will waive this assessment to the property owner.

12.2. Mini Storm as Part of a Street Reconstruction Project.

General. Prior to street reconstruction, if a storm sewer main is available, storm sewer laterals will be installed to each property on the project. These laterals will be installed one-foot beyond the property line to all adjacent property owners. The laterals shall be four-inch diameter and at a depth dependent on the available depth of the existing storm sewer. The Village will attempt to locate the lateral for the property owner with

the intent being the shortest distance to the existing sump pump discharge point at the time of construction. Property owners may request a change in the location by contacting the Director of Public Works prior to construction of the storm lateral. If main line storm sewer is not available, mini storm sewer will be installed and assessed to the property owner.

Installation. The property owner shall be responsible to permanently connect the sump pump discharge to the storm lateral that was installed to the property. The connection shall be made by the Village's contractor during the mini storm sewer or street reconstruction project. All connections shall employ an air gap or air break connection, See Exhibit B Mini Storm Connection.

Cost. The property owner shall be assessed for all costs associated with the installation of the storm lateral to one-foot beyond the property line. The cost shall be included on the Engineer's Report for the Street Reconstruction Project and shall be assessed at 70% of the cost to the property owner and 30% of the cost to the Village. A property owner will only be assessed for one side of a corner lot; that side being the first side service with any project or the most appropriate side for their sump pump connection. All costs associated with connecting to the storm lateral on the private side shall be assessed at 100%.

12.3. Village Wide Mini Storm Sewer Plan.

General. The Village Board has compiled a mini storm sewer plan which established the proposed mini storm sewer projects. The Village Board established the plan on a priority basis, based upon input from the Director of Public Works and the Village Engineer. The plan is flexible and updated periodically to reflect the needs of the Village.

Installation. Mini storm sewer shall be installed in the Village right-of-way and shall be maintained by the Village. The exact location of the mini storm sewer may vary from project to project and shall be determined by the Village Board on a case-by-case basis. Laterals shall be four-inch diameter and at a depth dependent on the available depth of the existing storm sewer. The Village will attempt to locate the lateral for the property owner with the intent of being the shortest distance to the existing discharge point at the time of construction. Property owners may request a change in the location by contacting the Director of Public Works prior to construction of the storm lateral.

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The property owner shall be responsible to connect his/her sump pump discharge to the storm lateral that was installed to the property. The connection shall be within 90 days after the mini-storm sewer project is completed.

Cost. The property owner shall be assessed for all costs associated with the installation of the mini storm sewer and lateral service on a front foot basis. The assessment shall be assessed 70% to the property owner and 30% to the Village. A property owner will only be assessed for one side of a corner lot; that being the first side serviced with any project. All costs associated with connecting to the storm lateral on the private side shall be assessed at 100%.

12.4. Private Property Owner Mini Storm Sewer Requests.

General. A property owner or group of property owners may request the installation of mini storm sewer if it does not appear on the plan. The property owners may have their own mini storm sewer installed on private property and/or in Village right-of-way upon approval of the Public Works Director.

A plan of the proposed construction shall be submitted to the Public Works Director for approval. Approval will be based upon the Plan's conformance with mini storm plans for the area and other engineering considerations. The plans must be approved by the Public Works Director and the Village Engineer.

A qualified contractor shall perform the work and shall be approved by the Director of Public Works. The contractor shall obtain all insurance and bonding required by the Village prior to any construction that involved Village storm sewers, inlets, manholes or work in the right-of-way.

Installation. All construction of mini storm sewers shall conform to all applicable Village ordinances and construction standards. This information may be obtained from the Director of Public Works. Prior to the connection to the Village storm sewer system, the mini storm shall be inspected and approved by the Village. No connection to the Village storm sewer shall be allowed until the installation has been formally accepted.

Cost. The costs associated with the entire project will be assessed 100% to the property owners.

13. Sanitary Sewer Mains. A sanitary sewer main is a pipe that receives wastewater from private laterals (residences, commercial buildings, industrial plants and institutions). The mains are part of an overall waste water collection system. The wastewater is conveyed to the Heart of the Valley Metropolitan Sewerage District (HOVMSD) for treatment.

Sanitary sewer mains within the Village vary from 8-inches to 30-inches in diameter and are located within public right-of-ways and easements. Sanitary sewer mains are installed, owned and operated by the Village Sanitary Sewer Utility. The cost of the sanitary sewer main construction and relay is 100% paid for by the Sanitary Sewer Utility.

14. Sanitary Sewer Laterals. A sanitary sewer lateral is a pipe that carries wastewater directly from residences, commercial buildings, industrial plants and institutions to the sanitary sewer main. From there, the wastewater is conveyed to HOVMSD for treatment.

Sanitary sewer laterals are typically 4 to 6-inches in diameter and installed from the sanitary sewer main to the property. The portion of the sanitary sewer lateral from the main to the right-of-way line is installed by the Village and owned by the resident. The portion of the sanitary sewer lateral from the right-of-way line to the building is installed by the resident and owned by the resident. The entire lateral from the property to the main with associated maintenance is the responsibility of the resident.

No authorized person shall uncover, make any connection with or opening into, use, alter or disturb the sanitary sewer without first obtaining a written permit from the Director of Public Works.

14.1. Methods and Materials. The size, slope, alignment, materials or construction of a building sewer and the methods to be used in the excavation, placing the pipe, jointing, testing and backfilling the trench shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the Village of Kimberly.

14.2. Use of Old Building Sewers. Old building sewers and laterals may be used in connection with new buildings only when they are found, on examination and tested by the Municipal Approving Authority, to meet all requirement set forth by the Village of Kimberly. The cost associated

with the televising and pressure testing shall be the responsibility of the property owner.

14.3. New Development Installation. In all new development, it shall be the responsibility of the developer to provide sanitary service to each lot with a minimum of a 4-inch diameter sanitary lateral constructed to a point 1-foot beyond the property line connected to a sanitary sewer main by use of an in-line wye. Connections to manholes will not be allowed.

It shall be the responsibility of the property owner to connect their lateral to the sanitary service lateral installed. The connection shall be made in the presence of the Building Inspector.

The cost associated with the installation of the sanitary lateral to a point – 1 foot beyond the property line shall be the responsibility of the developer. The cost associated with the installation of the sanitary lateral from 1-foot beyond the property line to the building shall be the responsibility of the property owner.

15. Existing Sanitary Sewer Connections, Relays and Lining. During the relay or lining of a sanitary sewer main, the Village will be responsible for the relay or lining of the main sewer line and the relay or lining of the sanitary sewer lateral connection (from the sewer main to the property line). This methodology may change based on future technology.

During a relay or lining project the Village will televise as needed all private laterals on the project prior to construction. If the lateral from the right-of-way to the building is not of present day materials, such as Schedule-40 PVC or Schedule-17 Polyethylene or has any evidence of some type of failure, (disconnected joints, deteriorated pipe, illegal connections or any other obstructions) the Village will require the property owner to replace the sanitary lateral from the right-of-way to the building.

If during this televising, the lateral is determined to be in violation of the Village of Kimberly Clear Water Ordinance, it is mandatory that the property owner take whatever action is necessary to come into compliance regarding clear water entering the sanitary sewer system and eliminate the illegal discharge of clear water into the sanitary sewer system. Due to the possible unknown installation of the underground cross connection, the property owner will not be issued a citation for violation of this ordinance; unless it can be proven the cross connection was deliberately installed by the current property owner for the purpose of illicit discharge of clear water. Regardless of the nature, all

costs associated with this sanitary sewer lateral replacement shall be the sole responsibility of the property owner.

When a sanitary sewer main is reconstructed, property owners may be required to replace or improve the sanitary sewer lateral at their own cost. In these cases, the Village will coordinate its contractor to perform this work. Costs when employing the Village's contractor are eligible for billing as described in Section 4.

The cost of the relay or lining of the sewer main and lateral shall be shared by the property owner and the Village, with the property owner paying the sanitary lateral portion from the main sewer line, including the pipe connection to the right-of-way. From the right-of-way to the building is the responsibility of the property owner. For the purpose of assessment, the main sewer line is always assumed to be in the center of the street right-of-way making it fair and equitable to each property owner on either side of the street.

16. Water Main and Laterals. Water is supplied to property owners by the Village of Kimberly Water Utility. All properties receiving a water supply from the Village of Kimberly Water Utility are bound by the rules and regulations on file with the Public Service Commission (PSC) of Wisconsin.

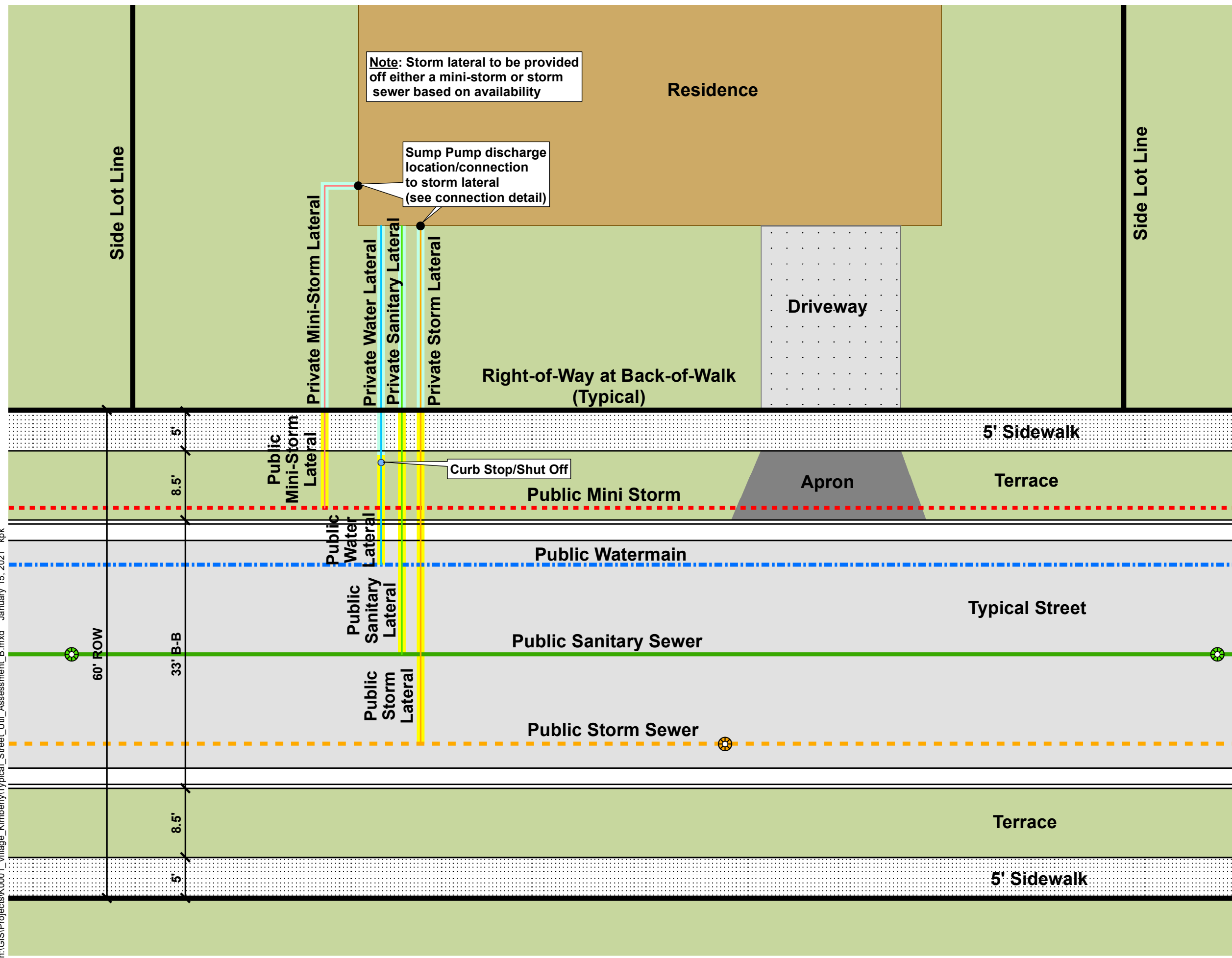
Water main replacements are not assessed, it is the responsibility of the Water Utility per the Public Service Commission (PSC) regulations. Water laterals from the curb stop to the home/building are assessed at 100% to the property owner. Private ownership of the water lateral is defined by the PSC as the portion of the water lateral from the curb stop to the home.

Per Village ordinance, a privately-owned portion of a lead water service line shall be replaced with an approved material whenever any of the following occurs:

- A leak or failure has been discovered on either the privately owned or utility-owned portion of the service line.
- The utility-owned portion of the line is replaced on either a planned or emergency basis.

Exhibit A: Typical Assessment Diagram

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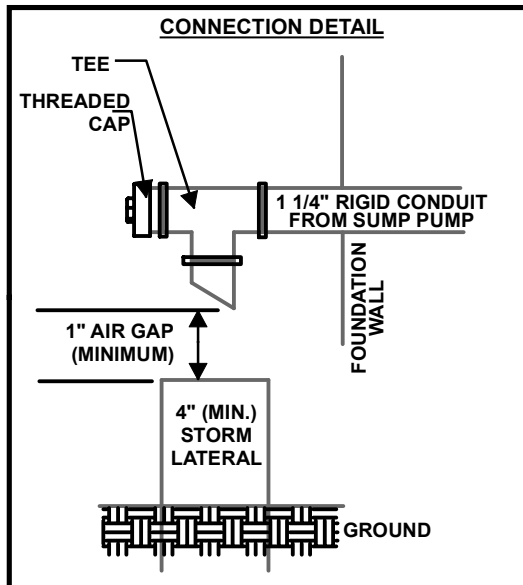
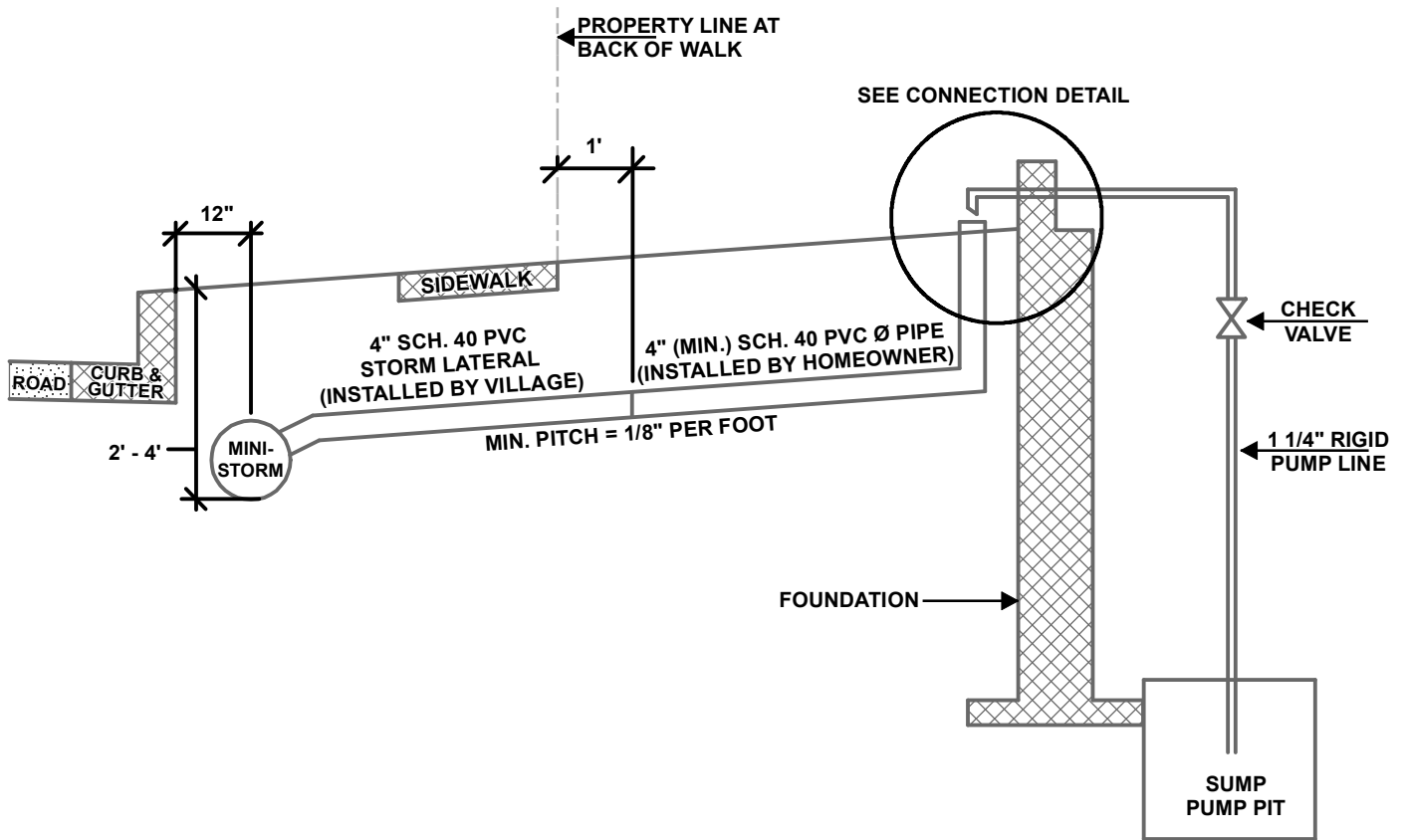


- 6" Mini Storm Sewer
Installed/Owned by Village;
Assessed 70% to 30%
(Resident/Village)
- Street Storm Sewer System
Installed and Owned by Village
- 8" Sanitary Sewer Installed
and Owned by Village
- Public Watermain Installed and
Owned by Water Department
- Mini-Storm Sewer Lateral
Installed by Village and
Assessed 70% to 30%
(Resident/Village);
Resident Owns
- Mini-Storm Sewer Lateral
Installed by Resident at
Their Cost; Resident Owns
- Storm Sewer Lateral
Installed by Village
and Assessed 70% to 30%
(Resident/Village); Resident Owns
- Storm Sewer Lateral
Installed by Resident at
Their Cost; Resident Owns
- Sanitary Sewer Lateral
Installed by Village and
Assessed 100% to Resident;
Uniform Cost;
Resident Owns
- Sanitary Sewer Lateral
Installed by Resident at
Their Cost; Resident Owns
- Water Service Lateral, Including Shutoff,
Installed and Owned by Kimberly
Water Department (PSC Requirement)
- Water Service Lateral
Installed and Owned by Resident
(PSC Requirement)
- Lot Line
- Driveway Apron Assessed 100% Resident
- Reconstructed Concrete Street
Assessed 0% to Resident
and 100% to Village
- New Concrete Street Assessed
100% to Resident and 0% to Village
- Driveway
- Residence
- Sidewalk
- Grass



TYPICAL ASSESSMENT
VILLAGE OF KIMBERLY
OUTAGAMIE COUNTY, WISCONSIN

Exhibit B: Mini Storm Connection Diagram



GENERAL COMMENTS

1. EXCAVATE MINI-STORM SEWER LATERAL FIRST TO VERIFY DEPTH PRIOR TO INSTALLING THE LINE TO THE HOME.
2. LATERAL PIPE IS REQUIRED TO BE SCH. 40 (RIGID) RATHER THAN FLEXIBLE.
3. UNDER VILLAGE POLICY, ONCE MINI-STORM SEWER IS INSTALLED, THE PROPERTY OWNER HAS 90 DAYS IN WHICH TO MAKE THE CONNECTION TO THE LATEAL STUB.



EXHIBIT B
MINI-STORM
CONNECTION DETAIL
 VILLAGE OF KIMBERLY
 OUTAGAMIE COUNTY, WISCONSIN