

City of Muskego
Private Property Sanitary Sewer Back Up Prevention Policy and Grant Program

Purpose. In December 2007, the City finalized a Capacity assurance, Management, Operation, and Maintenance (CMOM) Program Strategic Plan for its sewer system that included the following specific goal, "Establish a program to reduce I/I in situations where I/I results in service problems, including overflows and building sewer backups..." In significant storm events, specific areas of the City experience basement backups as a result of infiltration and inflow (I/I) in the system. While I/I reduction will be an ongoing priority for the City, such efforts can take many years to implement to a degree that can reduce the risk of basement backups for certain properties. The characteristics of these properties are such that their risk of basement backup cannot be overcome through reasonable preventive maintenance or corrected through reasonable efforts to provide additional system capacity. Installation of sewer backup prevention devices offers a cost-effective option for protecting such properties from sewer backups. This policy sets forth criteria for determining which properties are eligible for backup prevention devices with funding through a City-established grant program. The City will also establish a separate Private Property I/I (PPII) Reduction Program, referenced herein, that is intended to be coordinated with this Sewer Backup Prevention Policy and Grant Program.

Eligibility. In order to be eligible for City funding of a sewer backup prevention device, the following conditions must be met:

1. The home, business, or other structure must be legally connected to the City of Muskego sanitary sewer collection system.
2. The structure must be considered an "at risk" property as determined by the City of Muskego. An exhibit of pre-determined at risk properties is available at City Hall. This exhibit is not all inclusive and properties may be added if sufficient evidence is provided to the City Engineer that the property is at risk of a potential future back up occurrence. (Note: Evidence of a past basement back up is not itself sufficient. At risk properties must be considered at risk when the sanitary collection system is operating as designed.)
3. The property owner must release the City of Muskego from all past or potential claims related to past sanitary sewer back up occurrences.
4. There shall be no outstanding fees owed to the City or the City's Utilities.
5. If, prior to installing the device, additional information is discovered that show a lack of risk for sewer backup, the property shall be deemed ineligible.
6. Eligibility for this program shall extend retroactively to backups experienced in the July 22, 2010, storm event.

Process. Once determined to be eligible, the following process must be followed:

1. Prior to the commencement of work by a homeowner or their contractor, a plan must be submitted to City Engineer for approval. The City Engineer will review said plan with the Utilities Superintendent and either approve, deny or suggest revisions.
2. The plan must include means of preventing sanitary sewage from backing up into the home's basement. The means may include but is not be limited to, a check valve assembly installed either inside or outside of the home, hung plumbing, grinder pump system, or other systems approved by the City Engineer. This plan must also include improvements that will reduce Private Property Infiltration & Inflow (PPII) if required by the City and if full or partial funding is provided under the PPII Reduction Program. (Note: If a check valve assembly is installed outside of the house it is recommended that a groundwater migration barrier be installed around the lateral at the point of installation at that time.)
3. The property owner shall sign an agreement allowing the Utilities Department, or its designee, to televise the sanitary lateral from the structure to the property line prior to any work being completed. If any lateral defects are found, owner must agree to repair said defects if funding is provided in accordance with the PPII Reduction Program. If any work is done on the lateral outside of the house, the property owner must agree to allow Utilities Department to televise the lateral after the work is completed to verify it was completed properly.
4. A plumbing permit must be applied for prior to commencing any work under this program and said permit and subsequent inspections will be at no charge to the property owner.
5. The City's Building Inspector/s, or its designee, will inspect premises (free of charge) for compliance with existing plumbing codes related to PPII prior to issuance of permit and/or work being started. Any violations which would cause PPII must be corrected prior to issuance of permit for work under this program and said correction work will not be eligible for reimbursement.
6. Once the building permit is issued and the work is completed per the City Engineer approved plan, the Building Inspector/s will again make an inspection for compliance with approved plan and applicable State/City codes.
7. Only costs related to the work will be eligible for reimbursement.
8. After an approved inspection by the Building Inspector/s, the property owner must submit a copy of all requested reimbursement invoices and proof of payment with a completed Request for Reimbursement form to the City Engineer for reimbursement. City Engineer may approve reimbursement at an amount not to exceed \$2,000.00. After the City Engineer approves reimbursement, the Finance Committee will review for final approval. Upon approval by the Finance Committee, the City Engineer will cause a reimbursement to be made to the property owner, subject to available funding and the limitations of Section 8.
9. This program has a limited budget, therefore, requests will be taken on a first come, first served basis. Property owners who have applied for reimbursement but were not funded because the budget had been exhausted in a given year, will receive preference in the following year's allotment of funds (if such funds are available). The Public Works Committee

will suggest the amount of funding each year during the budget process for ultimate approval during the budget adoption process.

10. The signed agreement shall require the property owner to be responsible for any future basement backups.

Performance of the Work. For performance of the work defined herein:

1. The property owner shall be required to obtain three quotes for work approved for reimbursement under this program. The City Engineer reserves the right to approve reimbursement without the necessary three quotes if the property owner has sufficiently demonstrated that compliance with this requirement would be very difficult.
2. The property owner shall be responsible for hiring an appropriately licensed contractor. The property owner may or self-perform the work, but the property owner's labor is not eligible for reimbursement.
3. Funding approval for Private Property Sanitary Sewer Back Up work may be retracted by the City Engineer if the property owner has not completed work within the fiscal year within which funding has been allocated.
4. Work is to be done in conformance with all applicable state and local codes.

City of Muskego
Private Property Inflow and Infiltration Reduction Policy and Grant Program

Purpose. In December 2007, the City finalized a Capacity assurance, Management, Operation, and Maintenance (CMOM) Program Strategic Plan for its sewer system that included the following specific goal, “Establish a program to reduce I/I in situations where I/I results in service problems, including overflows and building sewer backups...” In significant storm events, specific areas of the City experience basement backups as a result of infiltration and inflow (I/I) in the system and much of it may be originating from sewer system defects located on private property. Reducing private property I/I (PPII) will be an ongoing priority for the City, but such efforts can take many years to implement. As reducing PPII can be expensive for individual properties, the City establishes this policy at this time with a grant program to offset the cost to participating property owners. This policy sets forth criteria for determining which properties are eligible for participation in the PPII Grant Program. The City will also establish a separate Basement Backup Prevention Policy and Grant Program, referenced herein, that is intended to be coordinated with this PPII Reduction Policy and Grant Program.

Eligibility. In order to be eligible for City funding PPII reduction, the following conditions must be met:

1. The home, business, or other structure must be legally connected to the City of Muskego sanitary sewer collection system.
2. The property must be located in “priority areas” as determined by the City Engineer. An exhibit of pre-determined priority areas is available at City Hall.
3. Participation in the PPII Reduction Grant Program is voluntary. In order to participate, the property owner must prepare and execute a “Voluntary Participation Form” on a form approved by the City Engineer.
4. There shall be no outstanding fees owed to the City or the City's Utilities.
5. The City Engineer or his designee will cause an inspection to be done of sewer laterals by means of closed-circuit television. A lateral will be deemed eligible if inspection evidence is gathered that indicate the lateral contributes PPII to the system.
6. Properties will be inspected for the presence of illegal clear water sewer connections, such as roof drains, driveway drains, sump pumps, etc. The cost of disconnecting any discovered clear water connections is not eligible for coverage under the PPII Grant Program as these connections are prohibited by City code.

Process. Once determined to be eligible, the following process must be followed:

1. The property owner shall sign an agreement allowing the Utilities Department, or its designee, to televise the sanitary lateral from the structure to the property line prior to any work being completed. If any lateral defects are found, owner must agree to repair said defects if funding is provided in accordance with the PPII Reduction Program. If any work is done on the lateral outside of the house, the property owner must agree to allow Utilities

Department to televise the lateral after the work is completed to verify it was completed properly.

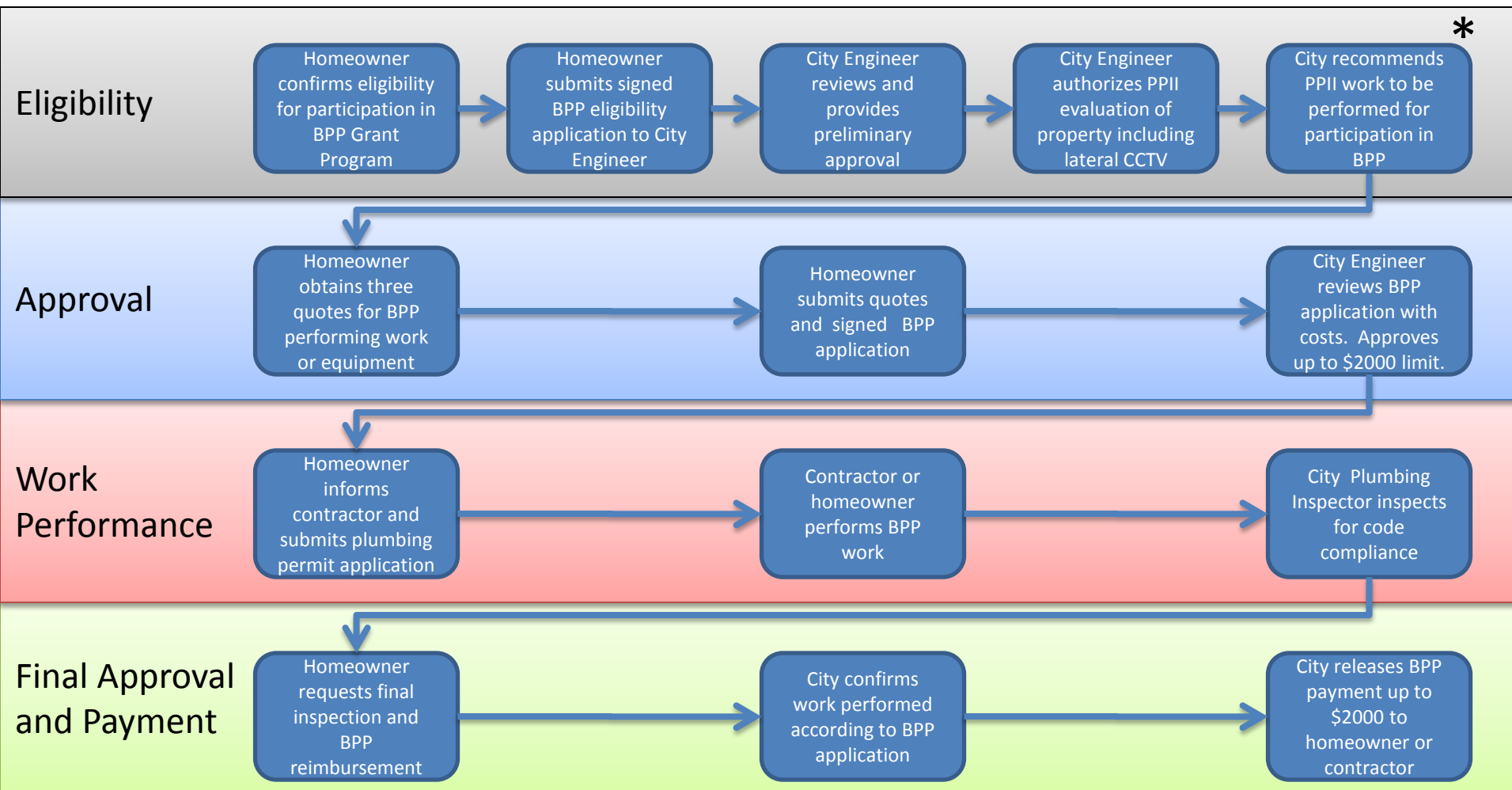
2. Prior to any work being done by a homeowner or his contractor, a plan must be submitted to City engineer for approval. The City Engineer will review plan with Utilities Superintendent and either approve, deny or suggest revisions. The City Engineer reserves the right to package work for multiple, adjacent properties for public bidding if there appear to be cost-efficiencies gained from doing so.
3. The plan must include methods to prevent clear water from entering the sanitary sewer system from private property. This could include but may not be limited to installing a dam in the lateral trench outside the home, lateral repair or replacement, upgrading the sump pump and foundation drain system, yard grading to provide positive surface water flow away from the house, or any other system approved by the City Engineer.
4. In most cases, prior to performing the work, a plumbing permit must be applied for and issued. This permit will be at no cost to those in areas identified by the Utilities Superintendent as a priority area for removal of PPII. For all property owners outside the priority areas, the minimum permit fee will be charged.
5. Building Inspector will inspect premises for compliance with existing plumbing codes prior to issuance of permit and any work being started. Any violations must be corrected prior to issuance of permit for work under this program and will not be eligible for reimbursement.
6. Once the building permit is issued, the resident may complete the work per City Engineer approved plan. See Performance of the Work for additional requirements.
7. After the work is completed, the Building Inspector will again make an inspection for compliance with approved plan and plumbing code.
8. After the Building Inspector has approved the work, the property owner must submit an application for reimbursement on a form approved by the City Engineer. A copy of all requested reimbursement invoices and proof of payment must be included with the application.
9. Reimbursement determination will be made by the City Engineer or his designee. Only costs related to the work will be eligible for reimbursement. City Engineer may approve reimbursement at an amount not to exceed \$10,000.00. Higher amounts may be approved by the Public Works Committee. After the City Engineer approves reimbursement, the Finance Committee will review for final approval. Upon approval by the Finance Committee, the City Engineer will cause a reimbursement to be made to the property owner, subject to available funding and the limitations of Section 10.
10. This program has a limited budget, therefore, requests will be taken on a first come, first served basis. Property owners, who have applied for reimbursement but were not funded because the budget had been exhausted in a given year, will receive preference in the following year's allotment of funds (if such funds are available). The Public Works Committee will suggest the amount of funding each year during the budget process for ultimate approval during the budget adoption process.

11. The signed agreement shall require the property owner to be responsible for any future maintenance of any improvements made or equipment installed as part of participating in the PPII Reduction Grant Program.

Performance of the Work. For performance of the work defined herein:

1. The property owner shall be required to obtain three quotes for work approved for reimbursement under this program. The City Engineer reserves the right to approve reimbursement without the necessary three quotes if the property owner has sufficiently demonstrated that compliance with this requirement would be very difficult.
2. The property owner shall be responsible for hiring an appropriately licensed contractor. The property owner may or self-perform the work, but the property owner's labor is not eligible for reimbursement.
3. Funding approval for PPII work may be retracted by the City Engineer if property owner has not initiated work within 60 days of plan approval.
4. The City Engineer, Utilities Superintendent, or their designee shall provide technical assistance and guidelines to the property owner, but the owner shall be solely responsible for any and all decisions, actions, and work performance necessary to complete the approved plan.
5. Work is to be done in conformance with all applicable state and local codes.

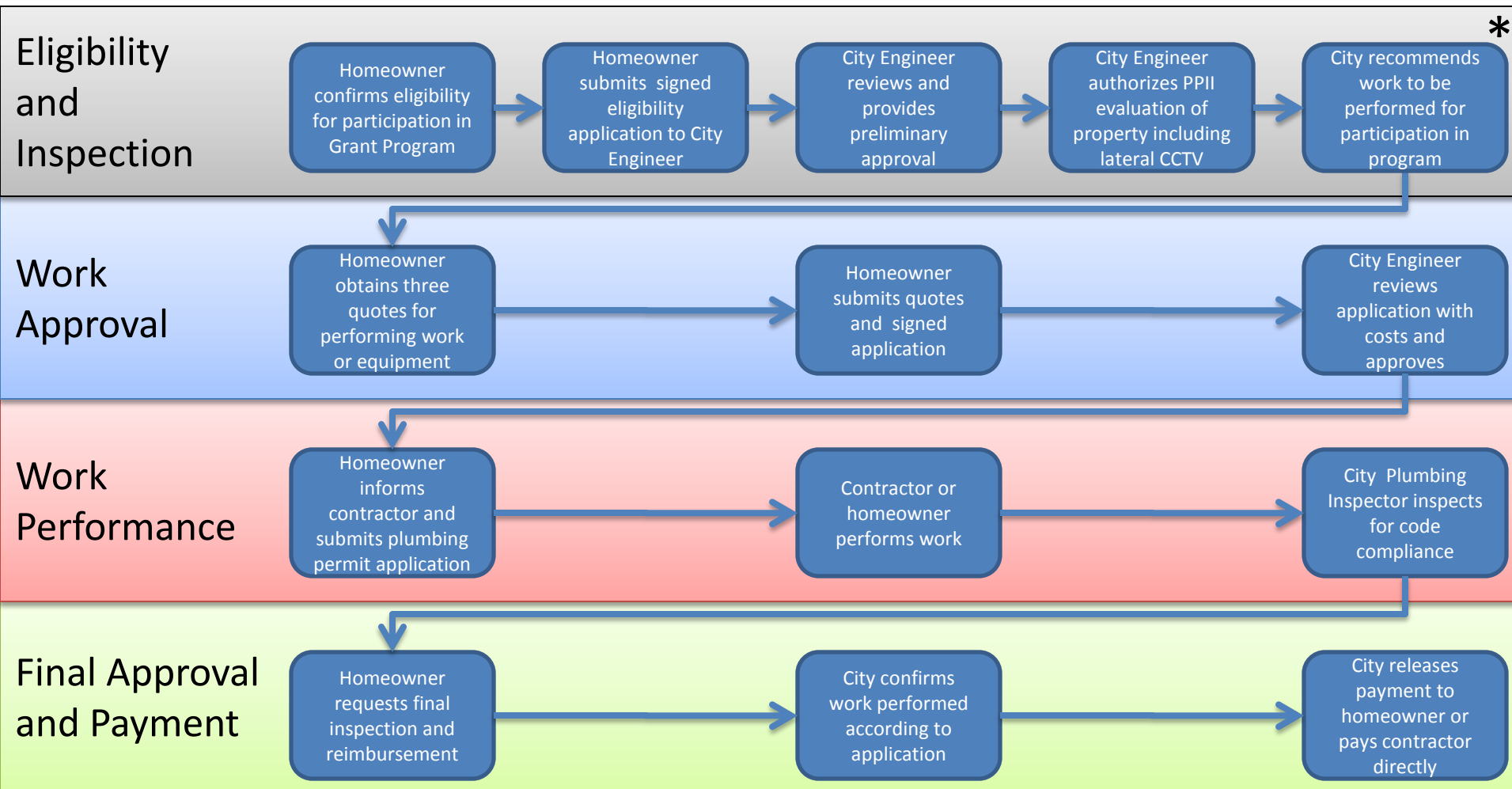
City of Muskego Private Property Sanitary Sewer Backup Prevention Program (BPP)



* Property Owners participating in the City's Backup Prevention Program are also required to participate in the City's Private Property Infiltration and Inflow Reduction Program.

City of Muskego

Private Property I/I Reduction Program



* At this point, City may recommend that the improvements should be performed as a larger, publicly bid project involving more than one property.