



**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
**Wisconsin Rapids, WI 54495-2780**  
Engineering (715) 421-8205 FAX (715) 421-8291

May 30, 2019

«OWNER\_NAME»  
«MAILING\_ADDRESS»  
«CITY\_STATE\_ZIP»

Parcel #«TAX\_KEY» at «PARCEL\_ADDRESS», Wisconsin Rapids, WI

Re: Sidewalk Construction along 12<sup>th</sup> St S, between Huntington Ave and Wood Ave (west side)

Dear Property Owner,

The City of Wisconsin Rapids will be installing sidewalk adjacent to your property, beginning as early as June 5<sup>th</sup>. The work will include removal of existing driveway approaches and topsoil, installing a 5-foot concrete sidewalk and installation of ADA accessible curb ramps. Work is expected to be complete by the end of summer.

We would like to have a **preconstruction meeting** with the residents on-site to answer any questions that you may have. We have scheduled this meeting for **June 5<sup>th</sup>** with a rain date of June 6<sup>th</sup>. The meeting is scheduled for **4:00 pm** and will provide an opportunity to walk the project and address any questions or concerns that you may have. We will meet at the intersection of 12<sup>th</sup> St S and Huntington Ave and commence walking north along 12<sup>th</sup> St S, then finishing at Wood Ave. You are welcome to walk the entire project with us or meet us in front of your property as we progress through the project.

### **Temporary Construction Easement**

Included in this letter is a Temporary Construction Easement document. The Temporary Construction Easement document requires a signature by the property owners in order for the City to construct such things as concrete driveway approaches and match existing driveway grades, install sidewalk and do finishing work such as topsoiling and seeding on private property. Trees, shrubs, driveways, and grassed surfaces may need to be removed in this easement area. Driveways that need to be replaced behind the sidewalk as a result of the project will be replaced "in kind" and disturbed yard areas will be topsoiled and seeded. This work in the easement area will be done at no cost to the property owner. We have attached the **temporary construction easement** that will allow us to accomplish the work listed above for you to review, sign, and return. This document can be delivered to staff at the preconstruction meeting; otherwise, **please review, sign, and return the enclosed temporary construction easement no later than June 5<sup>th</sup>, 2019**. A Notary is available in the City of Wisconsin Rapids' Engineering Department if you wish to bring the form in, or you may get it notarized and mail it to the address on the Easement.

If you are unable to make the on-site preconstruction meeting the following information may help to answer some questions.

- Weekly construction updates are available for you to review on the City's website.
- Sprinklers on private property need to be marked and sprinklers in the right-of-way need to be removed prior to construction if you wish to salvage the equipment.

- Garbage/recycling and mail delivery should not be affected by the sidewalk installation.
- Any specific requests or concerns regarding trees, driveway widths, carriage walks, or any other construction related questions should be directed to the Project Manager or City Project Inspector.
- The Project Manager for this project will be Marc Schulze, Engineering Technician (715-421-8282).

If you have any other questions or concerns, please feel free to contact me at 715-421-8251 in the Engineering Department.

Sincerely,

A handwritten signature in black ink that reads "Joe Eichstadt". The signature is written in a cursive style with a large, stylized "E" and "D".

Joe Eichstadt, PE  
*City Engineer*

Cc: Mayor Vruwink, Public Works Committee, District Alderman Shane Blaser, Paul Vollert, Matt Graf, Joe Terry, Nick Dums