



Village of Weston, Wisconsin
MEETING NOTICE

- Meeting of: PROPERTY & INFRASTRUCTURE COMMITTEE
- Members: Ziegler {c}, Hubbard, Jensen, Mumper, Ostrowski
- Date/Time: Monday, October 3rd @ 4:30 P.M.
- Location: Weston Municipal Center (5500 Schofield Ave) – Board Room
- Agenda: The agenda packet will be emailed out 3 days prior to the meeting, and also posted on the Village website at www.westonwi.gov.
- Attendance: Committee members, please indicate if you will, or will not be attending so we may determine in advance if there will be a quorum.
- Questions: Donna Van Swol, Utility Clerk
715-359-2876
dvanswol@westonwi.gov

This notice was emailed to local media outlets (Print, TV, and Radio) on 9/27/2016.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Property & Infrastructure Committee. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

The Regular meeting of the Village of Weston Property & Infrastructure Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Monday, October 3, 2016, at 4:30 p.m.** to consider the following matters:

- A. Opening of Session.
 - 1. Meeting called to order by Chairman Ziegler at 4:30 p.m.
 - 2. Clerk will take attendance and roll call.
 - 3. Request for silencing of cellphones and other electronic devices.
 - 4. Acknowledgment of visitors if any.
- B. Comments from the public on matters pertaining to committee business and oversight.
- C. Presentation.
- D. Consent Items for Discussion/Action
 - 5. [Approval of previous meeting minutes from 8/29/2016.](#)
 - 6. [Water/Sewer Permits LCON-8-16-6986, LCON-9-16-7001 & LCON-9-16-7056.](#)
- E. Business Items for consideration, discussion, and action.
 - 7. [Request for Sewer Credit – 809 Richey Street.](#)
 - 8. [Discussion on Billing for Leak Adjustment.](#)
 - 9. [Contract with MiTech for Preliminary Design and ROW Plat for Transport Way.](#)
 - 10. [2017 Utility Van Purchase.](#)
- F. Reports.
 - 11. [Deputy Director, Public Works.](#)
 - 12. [Director of Public Works and Utilities.](#)
 - 13. Administrator.
- G. Remarks from Committee; discuss items to be included for the next Property & Infrastructure Committee agenda.
- H. Set next meeting date for **Monday, November 7th, 2016.**
- I. Announcements.
- J. Adjourn.

WITNESS: My signature this 30th day of September, 2016.

Donna Van Swol

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 9/30/2016. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Property & Infrastructure Committee. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

October 3, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – D.5.**



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE
Monday, August 29, 2016, at 4:30 p.m.

A. Opening of Session.

1. Meeting called to order by Acting Chairman Ostrowski at 4:33 p.m.
2. Clerk will take attendance and roll call.

Roll call indicated 4 Property & Infrastructure Members present.

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | No |
| Hubbard, Tom | Yes |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

Village staff present were DPW Keith Donner and Donna Van Swol. Board member present was Loren White. Audience present Jason Lenard

3. Request for silencing of cellphones and other electronic devices.
4. Acknowledgment of visitors if any.

B. Comments from the Public on Matters Pertaining to Committee Business. None.

C. Presentation. None

D. Consent Items for Discussion/Action.

5. Approval of previous meeting minutes from 8/01/2016.

****M/S/P Mumper/Jensen: to approve the minutes from the meeting of August 1, 2016 as presented.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | - |
| Hubbard, Tom | Yes |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

6. Water/Sewer permits LCON-7-16-6889, LCON-8-16-6900, LCON-8-16-6907, LCON-8-16-6908, LCON-8-16-6916, LCON-8-16-6917, LCON-8-16-6918, LCON-8-16-6919, LCON-8-16-6928, & LCON-8-16-6944.

M/S/P Jensen/Mumper: to approve water/sewer permits LCON-7-16-6889, LCON-8-16-6900, LCON-8-16-6907, LCON-8-16-6908, LCON-8-16-6916, LCON-8-16-6917, LCON-8-16-6918, LCON-8-16-6919, LCON-8-16-6928, & LCON-8-16-6944.

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | - |
| Hubbard, Tom | Yes |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

E. Business Items for consideration, discussion, and action.

7. RESOLUTION NO. 2016-014 Resolution to Cooperate with the Village of Rothschild to Provide Private Fire Protection Service to the Foremost Farms Property and Update the Agreement for the Interconnection of the Municipal Water Systems at the Foremost Property in Rothschild. Donner briefly summarized the history with the Village of Weston owning the property where Foremost Farms is located on Business Highway 51 in Rothschild (formerly Town of Weston). Foremost has a 99-year lease with the Town of Weston now the Village of Weston. Foremost has put all of the improvements into the property. Following the annexation there was an intergovernmental boundary agreement adopted by both communities to settle a lawsuit brought up by the Town of Weston against the Village of Rothschild to recover some of the investment that the utilities had made in the Cedar Creek Mall area. Prior to the annexation there was an interconnection agreement (1971) between Rothschild and the Town of Weston outlining connections, conditional for opening at any location. The agreement doesn't make provisions for billing but, the past practice has been that Rothschild charges Weston water using their rate blocks. Rothschild could charge us their wholesale rates which would be their highest rate block. We would like to get the rates to be charged by Rothschild to Weston addressed following the adoption of this resolution. This may have to go through the Public Service Commission for approval. Weston is pretty much at capacity with Foremost's process needs. We are only looking at having Rothschild supply Foremost with private fire protection.

****M/S/P Jensen/Hubbard: to recommend to the Board of Trustees approval of RESOLUTION NO. 2016-014 Resolution to Cooperate with the Village of Rothschild to Provide Private Fire Protection Service to the Foremost Farms Property and Update the Agreement for the Interconnection of the Municipal Water Systems at the Foremost Property in Rothschild.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | - |
| Hubbard, Tom | Yes |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

8. Street Cross Section and Drainage Plans for Misty Pines Subdivision. Donner reported we discussed the preliminary concept in June. The developer, Gary Guerndt, is in the process of updating the preliminary plat. They have furnished the Village with the proposed infrastructure plans. With a new development it is always a challenge with drainage and compliance with stormwater management requirements. The soil in this area is very sandy and favorable for infiltration of runoff water. We would make provisions for sidewalk and street trees in the boulevard. Typically, in urbanized areas we have a 34-foot wide street cross section with a six inch face curb, channeled down to an inlet at approximately 300 foot intervals depending on the slope of the street. We are looking at allowing a 28-foot wide street cross section with a flat curb to allow water to run

over the curb to a ditch along the entire length of the street. Water that does not infiltrate would run to an inlet placed at each lot boundary. We are trying to accomplish infiltration of the stormwater rather than collection into a large detention basin. The advantage is we would reduce the size of the pipe needed. By having a narrower street section, we would have less surface area of asphalt to maintain over time. The drawback would be street parking and cars could encroach over the edge of the flat curb and get into the landscaped ditch area on the side. Donner added that Planning and Zoning Department is concerned that this does not meet with the "spirit" of our new subdivision ordinance and allowing an exception. He doesn't feel it goes contrary to the subdivision code and proposes this be forwarded to the Plan Commission for their comments. Donner and Wodalski discussed this with the developer and they felt it would be a common sense solution to not create a large stormwater detention area that the village would end up maintaining over time. The village would maintain the storm sewer pipe that would be put in between the inlets. Other utilities will still be able to install their facilities in the village right-of-way not requiring an easement by the property owner though their practice now is to get an easement.

Ostrowski was concerned about not having enough room for parking on the street.

Donner asked the committee if they would prefer to have face curb (barrier curb) installed. There was discussion on plowing the area with a flat curb that you may get scraping of the landscaped area with the plow. There will be less pavement to repair/replace in the future. The proposed right-of-way meets our subdivision regulations. The subdivision code makes reference to the width of a gutter section where curbing is present, it implies curb and gutter with a barrier curb. Public Works staff and the Director put forward a recommendation to do a modified street section with a flat curb, ditch, and infiltration areas.

****M/S/P Jensen/Mumper: to recommend to the Planning Commission the street cross section and drainage plans for Misty Pines Subdivision based on the favorable soil infiltration conditions.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | - |
| Hubbard, Tom | Yes |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

9. Recommendation to Purchase a Combination Tri-Axle Plow Truck and Vacuum Truck.

Wodalski recommended in his report to purchase the truck chassis from Scaffidi in the amount of \$119,700.00.

Truck chassis quotes:

| Dealer | Total Price |
|------------------------------|--------------------|
| Mid-State - International | \$ 124,250.00 |
| Scaffidi - Mack | \$ 119,700.00 |
| Truck Country - Freightliner | \$ 114,582.00 |

Truck Country did not meet specifications.

Wodalski recommended in his report to purchase the truck body form Casper's in the amount of \$119,311.00.

Truck Body quotes:

| Dealer | Total Price |
|-----------------|--------------------|
| Casper's | \$ 119,311.00 |
| Monroe | \$ 140,401.00 |
| Truck Equipment | \$ 123,118.00 |

****M/S/P Jensen/Mumper: to recommend to the Board of Trustees approval of the purchase of a combination Tri-Axle Plow Truck and Vacuum Truck as outlined by Deputy Director Wodalski.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | - |
| Hubbard, Tom | Yes |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

F. Reports.

10. Deputy Director, Public Works.

- In Wodalski's report it stated all LED light fixtures have been installed on village owned street lights.
- Donner touched on the street maintenance projects outlined in Wodalski's report.

11. Director, Public Works and Utilities.

- Donner's report outlined the upcoming street maintenance projects.
- Donner questioned the committee if they had received documentation on the Camp Phillips southeast quadrant.
- MSA has started work on our sewer ordinance update.
- The Finance Committee is going to be discussing a potential wheel tax for the Village of Weston.

12. Report from Administrator. None.

G. Communications and Recommendations from Committee Members. None.

H. Set next meeting date and discuss items for next agenda - Monday, October 3, 2016 @ 4:30 p.m.

I. Adjourn.

Ostrowski adjourned the meeting at 5:37 p.m.

Donna Van Swol, Utility Clerk

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE

October 3, 2016

MEETING PACKET COVER
SHEET AGENDA ITEM – D.6.



| Date | Permit Number | Applicant | Customer Name | Service Address | Plumbing Contractor | Connect Date |
|-------------|----------------------|------------------|----------------------|------------------------|----------------------------|---------------------|
| 8/30/2016 | LCON-8-16-6986 | James Greenheck | James Greenheck | 1603 Weston Ave | Kempf Plumbing | |
| 9/8/2016 | LCON-9-16-7001 | Denyon Homes Inc | Denyon Homes Inc | 4506 Estate Dr | Advantage Plumbing | |
| 9/28/2016 | LCON-9-16-7056 | Stan Budleski | Stan Budleski | 6402 Dominika St | A & L Plumbing | |

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

October 3, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.7.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES**

ITEM DESCRIPTION: **CUSTOMER REQUEST FOR SEWER CREDIT, MAROHL, 809 RICHEY**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, OCTOBER 3, 2016**

POLICY QUESTION: **Should the customer be extended a credit toward their sewer bill in 2016?**

RECOMMENDATION TO: **Staff recommends customer request for credit be denied.**

LEGISLATIVE ACTION:

- | | | |
|---------------------------------------------------------|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Fund 61, Sewer Utility
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: **Utility Clerk, Van Swol**

BACKGROUND: In 2015 Weston Utilities discontinued the practice of capping summer sewer usage at 125% of the most recent winter quarter water consumption. The discontinuance was implemented with the adoption of a sewer rate increase in March 2015. Subsequent to the rate change and implementation many residents did not realize the change had been implemented despite any information provided by the utility and in September 2015, the Board of Trustees agreed to extend the credit for consumption incurred through October 31, 2015. Further the Utility was to notify all customers by postcard of the need to install an irrigation meter to qualify for a summer sewer credit for irrigation water. The irrigation meters were to be installed by April 30, 2016.

The customer in this case indicates they were still not aware of the change. Due to privacy provisions imposed by the Wisconsin PSC, the utility cannot share the detail of the billing amount in question.

- Attachments
- 1. Request for Consideration and backup from September 8, 2015 meetings of the Property & Infrastructure Committee and Board of Trustees*
 - 2. Postcard mailed to residential customers in 2015 following action of the Board of Trustees.*
-
-

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM: KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES

ITEM DESCRIPTION: CONSIDER EXTENSION OF THE IRRIGATION SEASON SEWER BILLING THRESHOLD IN 2015 TO SEWER UTILITY CUSOMTERS PROVIDED THEY INSTALL A 2ND (IRRIGATION) WATER METER OR IF THEY CONSTRUCTED A NEW HOME IN 2015 WITHOUT A 2ND WATER METER.

**DATE/MTG: PROPERTY & INFRASTRUCTURE, MONDAY, SEPTEMBER 8, 2015
BOARD OF TRUSTEES, MONDAY, SEPTEMBER 8, 2015**

POLICY QUESTION: Should the Board of Trustees consider extension of the irrigation season sewer billing threshold in 2015 to sewer utility customers provided they install a 2nd (irrigation) water meter or if they constructed a new home in 2015 without a 2nd water meter.

RECOMMENDATION TO: I make a motion that the Board of Trustees allows the 125% sewer billing threshold to apply to customers inquiring about the issue in 2015, provided they install a 2nd meter for irrigation water using the previous utility guideline for the credit. Additionally, allow the 125% threshold to be applied to new home construction where lawns were being established in 2015 without a 2nd meter. The threshold will only be applied to consumption incurred through October 31, 2015. The process is authorized immediately after approval.

LEGISLATIVE ACTION:

- | | | |
|---------------------------------------------------------|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Estimated \$8,000 less new revenue in 2015.
 Budgeted Expenditure: _____
 Budgeted Revenue: _____
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
 WI Administrative Code: _____
 Case Law / Legal: _____
 Municipal Code: _____
 Municipal Rules: _____
-

PRIOR REVIEW: NONE

BACKGROUND: See supplemental briefer attached.

- Supplemental Briefer for Agenda Items under Consideration
 Attachments
-

Village of Weston, Wisconsin
AGENDA ITEM LEGISLATIVE ANALYSIS
Supplemental Briefer for Agenda Items under Consideration

From: Daniel Guild, Administrator
Date/Mtg: Tuesday, September 8, 2015
Re: Discontinuance of Summer Season Sewer Billing Threshold

1. Policy Question:

Should the Board of Trustees consider extension of the irrigation season sewer billing threshold in 2015 to sewer utility customers provided they install a 2nd (irrigation) water meter or if they constructed a new home in 2015 without a 2nd water meter.

2. Purpose:

Effective March 1, 2015, the summer season sewer billing volume threshold for residential utility customers was discontinued. The sewer volume threshold (for residential customers only) had previously been 125% of a customer's most recent winter quarter. Some customers have expressed being caught off guard by the change now that bills spanning the period of (approx.) May 8 through August 8, 2015, have been received by the customers in the southern part of the service area, including all customers in the Village of Rothschild. The Board of Trustees may wish to consider making some concession for these customers.

3. Background:

On Friday, August 28, the Director was made aware of complaints from a number of customers regarding higher than expected sewer charges on the bills received the week of August 24. The Village Board of Trustees adopted a rate increase for the sanitary sewer utility effective March 1, 2015. In addition to the rate increase, the summer season sewer billing volume threshold for residential utility customers was discontinued. The sewer volume threshold (for residential customers only) had previously been 125% of a customer's most recent winter quarter. Effective March 1, 2015, residential utility customers have been billed for sanitary sewer charges based on 100% of the water volume used at their premises during calendar year 2015, consistent with the adopted rate changes. The only option now for customers to avoid sewer charges for irrigation water is for those customers to install a 2nd (irrigation) meter, which measures water used outdoors separately from water used within a residence. Utility customers in the southern part of the service area, including all customers in the Village of Rothschild, whose bills spanned the period of (approx.) May 8 through August 8, 2015, received their bills for the referenced period during the week of August 24. To date the utility has received approximately 16 inquiries/complaints about the discontinuance of the sewer billing volume threshold feeling they were caught off guard.

4. Issue Analysis:

The current billing cycle (Cycle 3) takes in the southern part of the utility service area including all customers in the Village of Rothschild. The most recent bill covered consumption between (approx.) May 8 and August 8, 2015. A map of the meter reading Cycles/Routes is attached. The following table describes additional information about each route:

| Cycle/ Route | General Description of Area | Total Customers | Residential Customers | Bill Months |
|-----------------|--------------------------------------------------------------------|--------------------|--------------------------|----------------------|
| 1 | East of Mesker | 2,042 | 1,829 | Mar, June, Sept, Dec |
| 2 | "Older" parts of Village west of Mesker | 1,693 | 1,367 | Jan, Apr, July, Oct. |
| 3 | South of STH 29 including all of Rothschild plus Everest Additions | 1,512 | 1,422 | Feb, May, Aug, Nov |
| TOTALS | | 5,247 | 4,618 | |

After being advised of the inquiries on 8/28, the Director distributed an advisory e-mail to members of the Property and Infrastructure Committee, Finance Committee and Board of Trustees. A copy of the e-mail is attached. The content of that e-mail will not be repeated here. Additionally previous reports and articles referenced in the e-mail have explained the reasoning for the elimination of the sewer billing threshold. Bullet points regarding the issue are as follows:

- The utility discussed phasing out and eventually eliminating the sewer billing threshold circa 2009.
- The threshold was increased at one point from 110% to 125%
- The threshold is based on the assumption that all additional water metered above the threshold level during the irrigation season does not reach the sanitary sewer.
- As water resources become more precious, Village policies need to align with resource stewardship. Therefore it is our goal to meter all water supplied and better correlate water supplied to water discharged to the sanitary sewer.

As of Friday, September 3, the number of inquiries now totals only about 16. This is less than 2% of all customers in billing cycle 3. The inquiries received have been for additional charges ranging from \$60 to \$250 as compared to when the 125% threshold applied. As explained in the Director's 8/28 e-mail, we could have been more complete with our communication on the subject. The summary of communications was as follows:

- Article appeared in March/April issue of "Weston Wire." (to Weston residents only)
- Village website containing rates updated as of February 24
- Postings on social media – Facebook and Twitter on February 24.
- Article in 2014 Annual Water Quality Report accessed through Village Website and via direct link supplied on postcard mailed on June 30, 2015. Postcard contained information on new rates, but not information about the sewer billing threshold.

The gap in communication was in not sending a direct mailing to Rothschild residents. Despite all these efforts to communicate, even some of the inquiries included statements such as "...who reads newsletters," "...I received the postcard but didn't go to the website."

The Director acknowledges there was a gap in the communication to utility customers in Rothschild having receive no direct mailing stating the sewer billing threshold was eliminated. The lesser argument comes from Weston customers, however, the utility could have reminded customers again prior to the irrigation season of the change. In light of this gap in communication, the Director feels a concession can be considered in the interest of interest of customer service. However, any credits should be offered to all customers not those in a specific area.

The Director favors an option of applying the 125% threshold to customers inquiring about the issue in 2015, provided they install a 2nd meter. This moves the customer in the direction the utility desires. The criteria used for applying the threshold historically will still apply, primarily the need to establish a winter billing quarter. The exception would be for new homes constructed in 2015 who are establishing a new lawn. Historically these homes have been given the credit in the following year after they established a winter billing quarter.

5. Fiscal Impact:

Judging by the relatively low number of inquiries the fiscal impact will be minimal. With the elimination of the threshold, the utility was only able to speculate as to how much additional revenue to expect in 2015 as compared to previous years. If there are 80 customers who average a \$100 credit the result will be \$8,000 in uncaptured revenue in 2015. However, if these homes had installed a 2nd meter prior to the 2015 irrigation season, the sewer utility would not have realized the revenue anyway. The impact of the rate increase and the discontinuance of the sewer billing threshold are having a positive impact on utility revenues in 2015, even if this credit is extended for these specific situations.

6. Statutory References:

The extension of this credit for this year is discretionary on the part of the Village. The application of the credit will be done as it was historically.

7. Prior Review:

This recommendation has been discussed with Utility Clerk Van Swol. The proposal is best managed by implementation now rather than deferring to a later time after assessing the total number of inquiries after all 3 billing cycles have received their irrigation season bills. This will enable inquiries to be addressed in a timely manner, rather than put in a “stack” for addressing later.

8. Policy Choices:

Here are your choices.

1. Allow the 125% sewer billing threshold to apply to customers inquiring about the issue in 2015, provided they install a 2nd meter for irrigation water using the previous utility guideline for the credit. Additionally, allow the 125% threshold to be applied to new home construction where lawns were being established in 2015 without a 2nd meter. The threshold will only be applied to consumption incurred through October 31, 2015. The process is authorized immediately after approval.
2. Take no action, but defer to reconsider the issue after assessing the total number of affected customers in January 2016.
3. Deny/reject any consideration of requests for applying the sewer billing threshold consistent with the Village’s sewer utility rate increase and fee schedule effective March 1, 2015.

9. Recommendation:

I recommend that the Board of Trustees follow through with Option 1.

10. Legislative Action:

11. I move that the Board of Trustees allow the 125% sewer billing threshold to apply to customers inquiring about the issue in 2015, provided they install a 2nd meter for irrigation water using the previous utility guideline for the credit. Additionally, allow the 125% threshold to be applied to new home construction where lawns were being established in 2015 without a 2nd meter. The threshold will only be applied to consumption incurred through October 31, 2015. The process is authorized immediately after approval.

12. Attachments:

Meter reading route map

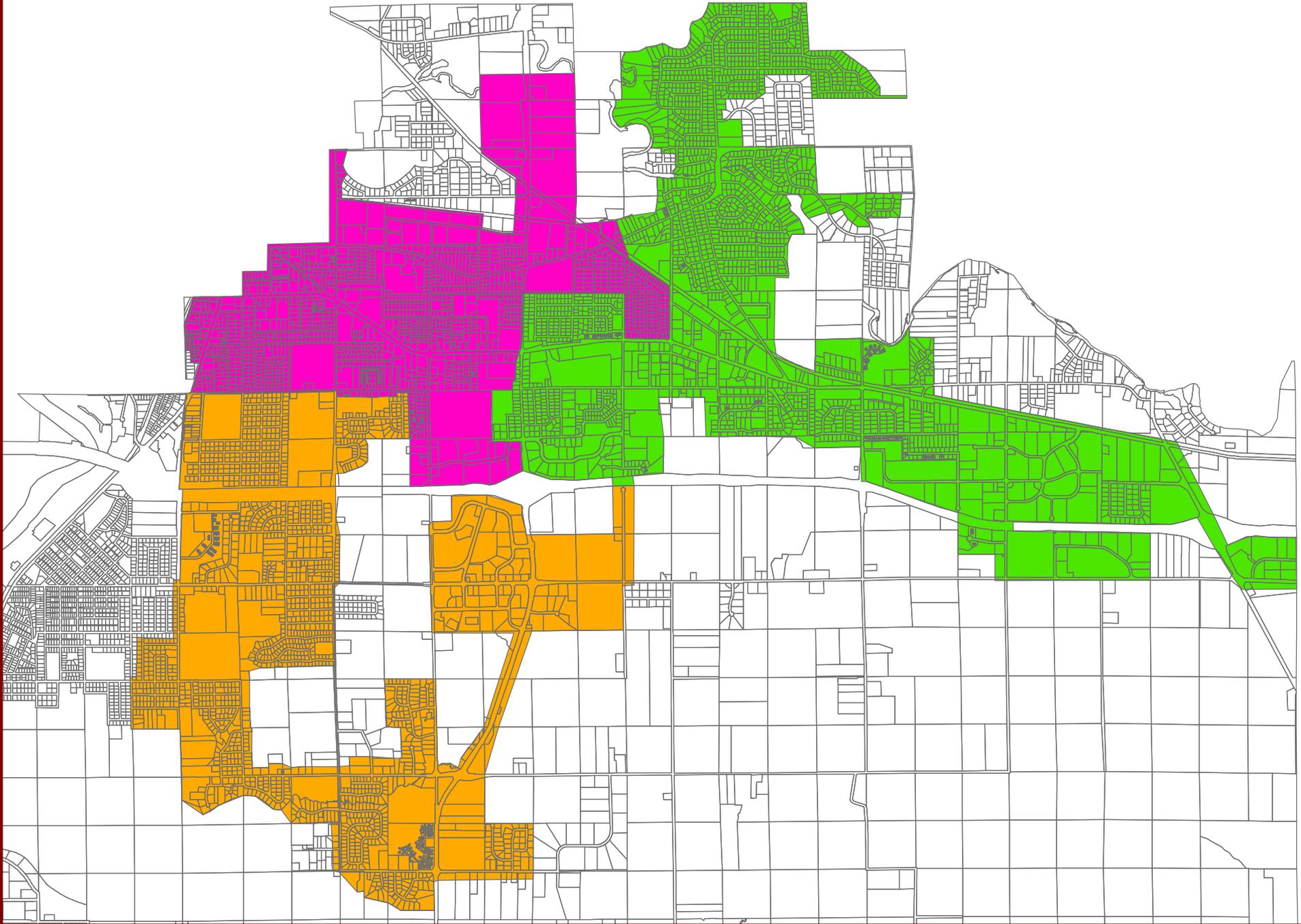
E-mail message from Director Donner to Property & Infrastructure Committee, Finance Committee, and Village Board regarding potential customer contacts about sewer billing.

Resolution VW-15-03

March/April 2015 edition of “Weston Wire” containing article about sanitary sewer rates and discontinuance of sewer billing threshold.

Postcard Notice of 2014 Annual Water Quality Report.

2014 Annual Water Quality Report with articles about Sewer Rates and Sustainability as it relates to the reasons for eliminating the sewer billing volume threshold.



**Weston Water Utility
Meter Reading Routes**

Legend

Route Number

 Area 1

 Area 2

 Area 3

Map Date: August 21, 2015
Map created by
Technology Services



From: Keith Donner
To: [Property/Infrastructure Committee](#); [Finance Committee](#); [Board of Trustees](#)
Subject: 2015 Sewer Rate Increase and fee schedule change
Date: Friday, August 28, 2015 11:35:00 PM

FYI

Late today, Utility Clerk, Donna Van Swol forwarded a voice-mail message from a customer expressing concern about our communication, or lack thereof, regarding our 2015 sewer rate increase and discontinuance of the summer sewer billing threshold. The particular customer whose message was forwarded is a Village of Rothschild resident receiving utility service from Weston. This customer has noted an approximate \$250.00 sewer charge they were not anticipating due to our past practices and the recent discontinuance of the sewer billing threshold. I am told there were several other customers who contacted the utility about similar issues. Before responding I wanted to do a bit of research on what we did to inform customers of the change. Although the traditional irrigation season did see regular rainfall earlier, the most recent billing period encompassing the period between approx. May 10 and Aug 10 has just now been billed and customers are reacting to recently received bills.

The sewer rate change was approved by the Property & Infrastructure Committee on January 5, 2015, by Finance Committee on January 28, 2015, and adopted by resolution of the Board of Trustees on February 2, 2015, to be effective on March 1, 2015. The staff report can still be accessed and viewed in the packets for the referenced committee and BOT meetings, from the Village website.

The communication to VILLAGE RESIDENTS was included in the March/April 2015 edition of the "Weston Wire." <http://westonwi.gov/DocumentCenter/View/2276>

I asked Renee Hodell to research what may have been included in any social media or "This Week in Weston" posts. I do not have any feedback on this question yet.

The information about the discontinuance of the summer sewer billing threshold was also included in the Village's 2014 annual water quality report, a.k.a. consumer confidence report, available at the end of June, 2015. <http://westonwi.gov/DocumentCenter/View/2543>

However, this publication was not mailed to all customers, rather, the utility took advantage of its option to send a postcard containing a direct link to the report on the Village's website. The postcard was mailed to ALL Weston utility customers as required by the Wisconsin DNR and provisions of the Safe Drinking Water Act. Although the postcard included the rate schedules for both the water and sewer utilities (with new sewer rates), it did not indicate the discontinuance of the sewer billing threshold because the billing threshold was a provision in the Village's fee schedule.

It would seem that Weston utility customers in Rothschild may have a beef with the gap in communication about the discontinuance of the summer sewer billing threshold, but Weston residents not as much. I suppose both customer groups have some argument about the timing of

the notice on the sewer threshold (March/April newsletter) not coinciding with the irrigation season.

This (former) threshold was described in the two referenced and linked publications – 125% of the most recent winter quarter. This assumed that additional water used in summer quarters in excess of the threshold was not being discharged to the sanitary sewer. While this was a common practice in years past among many utilities, it is not consistent with resource stewardship going forward. The prospect of phasing the threshold out was discussed as far back as 2008/2009 and the threshold was increased from 110% to 125% at some point in the interim period. These points were explained in the staff report. Customers wishing to eliminate the sanitary sewer component of the water and sewer utility bill going forward will have to include a separate irrigation water meter to determine this volume.

I will prepare a report for the 9/08 PIC and BOT meetings with potential options for dealing with those customers having a “surprise” sewer bill for the volume they formerly did not get billed for while the threshold was in place. Based on analysis for our water rate increase in 2009 I do not believe this involves a great number of customers, but those that are affected seem to have charges they did not historically experience in the range of \$200 - \$300 or more.

In the event any of you hear from affected customers before 9/08, preferably you will forward them to staff. Otherwise you should consider referencing the following main points:

1. The 125% sewer billing threshold was eliminated as a result of the sewer rate increase and fee scheduled changes effective March 1, 2015.
2. Customers were notified, but the Director of Public Works & Utilities is reviewing customer concerns about the completeness of the communications.
3. The Director of Public Works & Utilities may present options to the PIC and BOT for considering billing adjustments at their 9/08 meetings, if there is justification for such consideration.

Feel free to contact me at any time via e-mail or on my cell phone at 715-574-1537.

Keith

Keith Donner, P.E.
Director of Public Works & Utilities
Village of Weston, Wisconsin
d. 715.241.2610
kdonner@westonwi.gov

Municipal Center
5500 Schofield Ave Weston, WI 54476
p. 715.359.6114 | f 715.359.6117
www.westonwi.gov

VILLAGE OF WESTON, 5500 Schofield Ave, Weston WI 54476

RESOLUTION OF BOARD OF TRUSTEES

Resolution approving increased rates for the sanitary sewer utility and other changes to the Village fee schedule related to sanitary sewer charges.

Committee Action: Approved by Property and Infrastructure on January 5, 2015 and referred to Finance Committee;
Approved by Finance Committee on January 28, 2015 and referred to Board of Trustees.

Fiscal Impact: Estimated increase from \$64.81 per quarter to \$69.75 per quarter (\$4.94 per quarter or \$19.76 annually) for a residential customer using 13,750 gallons per quarter (increase of 7.64%).
Increase for all customers will vary between 7% and 9% dependent on meter size and consumption, with base charges increasing $\pm 5\%$ and volume charges increasing 9.1% as compared to previous rates.
Estimated increased annual revenue is approx. \$100,000 as compared to previous rates based on 2013 billing volumes.
Estimated annual operating income will be approximately \$30,000 with rates adopted as compared to a projected loss of \$67,000 without the increase.

File Number:

Date Introduced: February 2, 2015

RESOLUTION NO. VW-15-03

WHEREAS, Section 86.153 of the Village of Weston Ordinances provides that the Village Board shall set municipal sewer rates from time to time; and

WHEREAS, it has been determined that in order to obtain sufficient revenues for the purposes enumerated in said ordinance, an increase in the 2015 sewer rate is necessary.

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of the Village of Weston,

THAT, the minimum quarterly charges for all customer classifications shall be based on meter size(s) as follows:

| <u>Meter Size</u> | <u>Quarterly Sewer Base Rate</u> |
|-------------------|----------------------------------|
| 5/8" or 3/4" | \$ 28.50 |
| 1" | \$ 85.50 |
| 1-1/2" | \$ 171.00 |
| 2" | \$ 284.00 |
| 3" | \$ 654.00 |
| 4" | \$1,164.00 |
| 6" | \$2,610.00 |

THAT, the Unmetered sewer service flat fee shall now be \$ 80.00 per quarter; and

THAT, the user volume charges shall be \$3.00 per 1,000 gallons; and

THAT, charges for those customers receiving a quarterly bill which includes consumption prior to the effective date and after the effective date shall be pro-rated rates based on the number of days in the billing period prior to the effective date and at the new rates based on the number of days in the billing period following the effective date of the new rates; and

THAT, the cap on volume billed to customers which has been 125% of the average winter quarterly consumption shall, hereby, be eliminated from the Village fee schedule; and

THAT, the provision for quarterly charges to properties fronted by sewer mains, but not connected to the municipal sewer system shall, also hereby, be eliminated from the Village fee schedule; and

THAT, said charges and changes to the fee schedule shall be effective March 1, 2015.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this _____ day of the month of _____, 2015.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: _____
LOREN WHITE, Village President

ATTEST:

By: _____
SHERRY WEINKAUF, Village Clerk

Sewer Adjustment for Outside Water Usage

In no event shall charges assessed and levied for each of the single-family residential premises exceed 125% of the charges for the base billing period. The term "Base Billing Period" is defined as a full three (3) month period (billing quarter) which includes the month of January. No such base billing period shall be established for a given year unless the billing quarter containing the month of January includes three (3) full months. Payment for the full charges set forth shall be made by a user until a "base billing period" is established. Existing users who have not established a base billing period as of the effective date of the Ordinance, and future users who pay bills without having established a base billing period, will be given credit for each quarter in which the charges paid exceed 125% of the base billing period amount. The minimum base billing period consumption shall be 5,000 gallons for a single family. Consumption less than that shall not qualify for a seasonal adjustment. The said credit shall be computed by the Weston Sewer Utility retroactive to the effective date of this ordinance at the time each user establishes a base billing period. No credit shall be given on payments made or incurred prior to the effective date of this ordinance. In the event any user is requested by the Weston Water Utility to keep a tap open as to prevent a water line freeze up, the sewer service charge for that particular quarter shall not exceed 110% of the previous quarter or 110% of the base billing period volume charge, whichever is less. Any sewer service charges which exceed the maximum billable amounts to any such user during a freeze up shall be charged to the Weston Water Utility. Special situations and industrial or commercial users may be reviewed by the Utility on a case basis and subject to approval by the Village Board.

Other Sewer Charges

For any connection to the sanitary sewer not having a metered water service, there shall be a charge determined by the Commission of not less than \$75.00 per quarter.

For any connection to the sanitary sewer system having a metered water service and a private unmetered water service or any combination of the above that is used for purposes tributary to the sanitary sewers, there shall be a charge of not less the \$75.00 per quarter.

The rate for any vacant and/or unoccupied premise, for which water service has been turned off or unavailable for over a billing quarter, the rate shall be equal to the minimum rate for a single dwelling unit.

Where sewer is available to the property but no hook-up has been made, the quarterly charge will be 90% of the minimum charge or \$24.30 per quarter.

Utility Phone Number - (715) 359-2876

Community News

2015 Sewer Utility Rate Increase

On February 2, 2015, the Village of Weston Board of Trustees adopted new rates for the sewer utility to be effective March 1, 2015. The rates are contained in the following table:

| BASE RATES (per quarter) | | |
|-------------------------------------------------------|-------------------------------------------------|----------------------------------------------|
| METER SIZE | CURRENT RATE | NEW RATE (3/1/15) |
| 5/8"-3/4" | \$27.00 | \$28.50 |
| 1" | 81.00 | 85.50 |
| 1-1/2" | 162.00 | 171.00 |
| 2" | 270.00 | 284.00 |
| 3" | 621.00 | 654.00 |
| 4" | 1,107.00 | 1,164.00 |
| 6" | 2,484.00 | 2,610.00 |
| OTHER RATES | | |
| CHARGE | CURRENT RATE | NEW RATE (3/1/15) |
| Volume Charge | \$2.75 per 1,000 gal. | \$3.00 per 1,000 gal. |
| Unmetered Connection | \$75.00 per quarter | \$80.00 per quarter |
| Summer Season cap on Residential Sewer Volume Charges | Maximized at 125% of most recent winter quarter | No cap; Sewer Volume equals Water Volume (1) |

(1) Sewer charges do not apply to water metered separately for outdoor use only and/or which is not discharged to the sanitary sewer. For a single family home or business this requires a second meter serving an irrigation system or outdoor plumbing fixtures.

Base charges have been increased $\pm 5\%$ and volume charges have increased 9.1% (\$0.25 per 1,000 gallons) as compared to previous rates.

A residential customer using 13,750 gallons per quarter (55,000 gallons per year) will realize an increase in their total bill from \$64.81 per quarter to \$69.75 per quarter (\$4.94 per quarter or \$19.76 annually) This is an increase of 7.64%.

The actual increase for all customers will vary between 7% and 9% dependent on meter size and consumption.

Weston has not changed its sewer rates since 2004. During the period between 2004 and 2013 the utility has been able to maintain a net annual operating income averaging $\pm \$65,000$ – simply put, expenses have been less than revenues. In 2014 a net operating income is again projected, but in a lesser amount (approx. \$40,000).

Weston is one of 5 communities which are tributary to Rib Mountain Metropolitan Sewerage District who are partners in this regional arrangement as a more efficient and cost effective means of treating wastewater as compared to each community having separate treatment works. The other tributary, or member, communities are Rib Mountain Sanitary District, Village of Rothschild, Village of Kronenwetter, and City of Mosinee.

During the 2015 budget preparation process Weston Municipal Utilities was informed of the Rib Mountain Metropolitan Sewerage District (RMMSD) beginning work on a facilities planning study. A facilities planning study is an engineering study to evaluate the improvements and costs for a treatment plant to serve its customers for a planning period, in this case the next 20 years. RMMSD is beginning this study for 2 reasons:

1. The treatment plant is handling wastewater at about 85% of its capacity and actually treated flow in excess of its capacity during the past year for a limited period of time.

2. Regulatory permitting may require additional treatment capacity to remove phosphorous in the very near future.

In addition RMMSD has depleted its operating reserve funds to keep their charges down for the member communities. The combination of the costs for the engineering study and replenishing some operating reserves results in increased rates to all RMMSD customers. This does not mean that each member community is raising rates; that is something each one will determine on their own.

For 2015 the charges to Weston from RMMSD are estimated to be \$85,000 higher than charges in 2014. The estimated increased annual revenue with the rate increase is approximately \$100,000 as compared to the previous rates based on 2013 and 2014 flow volumes. The estimated annual operating income will be approximately \$30,000 with the new rates as compared to a projected loss of \$67,000 without the increase.

Since 2004, revenues for the sewer utility have averaged \$1.9 M annually and expenses have averaged \$1.835 M annually. Expenses from RMMSD treatment charges are projected at between \$620,000 and \$650,000 in 2015 as compared to \$550,000 in 2014 (actual charges are dependent on the actual flow and waste strength). With RMMSD charges accounting for almost 1/3 of the utility's expenses, the expected increase from RMMSD could not be accommodated without raising rates for the sewer utility.

Some things to consider:

- Rates for wastewater collection and treatment cannot be expected to remain unchanged over long periods of time as costs for labor, supplies, equipment, and energy continue to increase over time. It is inevitable that costs for such a basic service need to increase for annual operation and maintenance and for upgrading and replacement of facilities.
- Weston has not increased its rates since 2004 while the statewide average for communities of Weston's size is to bump rates every 3.3 years.
- Between 1996 and 2013 sewer rates in Wisconsin have increased on average 3.3% annually for communities with population between 10,000 and 50,000. Averaged since 2004, this increase for Weston corresponds to between 0.7% and 0.8% per year.
- The 2015 rate increase will add approximately \$5.00 per quarter or \$20.00 annually to a single family home using 55,000 gallons per year (the statewide average consumption) bringing the charges to \$267.00 per year. This is still under the average of \$287.00 for Marathon County. The statewide average cost of sewer service for communities with population between 10,000 and 50,000 is over \$300.00.

Please visit the Village website for information and answers to anticipated FAQ's. You may also wish to contact the utility department by e-mail or by telephone at (715) 359-2876 during normal business hours.

To view a copy of our 2014
Water Quality Report please visit
www.westonwi.gov/CCR2014 or
 if you prefer a printed copy please
 call 715-359-2876 and a copy will
 be mailed to you.

For more information on Weston Quarterly
 Water & Sewer Rates or if you need
 assistance calculating your bill, please call
 715-359-2876.

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Weston Water Utility
 or Current Resident
 5500 Schofield Ave
 Weston WI 54476-4333

2-3030



WESTON QUARTERLY WATER & SEWER RATES

The Wisconsin Public Service Commission (Utility Consumers' Complaints Hotline 1-800-225-7729) requires that the Water Utility inform its customers of the rates at least once per year. The current rates are as follows:

| Meter Size | Water Base Rate | Public Fire Protection Service | Sewer Base Rate |
|--------------|-----------------|--------------------------------|-----------------|
| 5/8" or 3/4" | \$18.00/meter | \$17.49 | \$28.50 |
| 1" | \$27.00 | \$43.50 | \$85.50 |
| 1 1/2" | \$60.00 | \$87.00 | \$171.00 |
| 2" | \$90.00 | \$141.00 | \$284.00 |
| 3" | \$165.00 | \$261.00 | \$654.00 |
| 4" | \$270.00 | \$438.00 | \$1,164.00 |
| 6" | \$555.00 | \$876.00 | \$2,610.00 |

Residential Water Usage Rates:

First 10,000 gallons used per quarter \$2.00/1,000 gallons
 Next 20,000 gallons used per quarter \$2.55/1,000 gallons
 Over 30,000 gallons used per quarter \$3.10/1,000 gallons

Non-Residential Water Usage Rates:

First 30,000 gallons used per quarter \$2.30/1,000 gallons
 Next 470,000 gallons used per quarter \$2.00/1,000 gallons
 Next 500,000 gallons used per quarter \$1.50/1,000 gallons
 Over 1,000,000 gallons used per quarter \$1.03/1,000 gallons

Sewer Usage Rates:

\$3.00/1,000 gallons of metered water

* Quarterly charges for Public Fire Protection (PFP) are collected through the Utility bill for Weston residents. Equivalent annual PFP charges for Weston Utility customers in the Village of Rothschild are collected from the Village of Rothschild as part of their general tax collection.

If you have any questions please call 715-359-2876



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MUNICIPAL UTILITIES

5500 Schofield Avenue • P.O BOX 446 • Weston, WI 54476 • (715) 359-2876 • www.westonwi.gov

2014 Annual Drinking Water Quality Report

The Village of Weston Municipal Utilities is pleased to present to you our 2014 Annual Water Quality Report. This report is designed to keep you informed about the utility's water quality and the services we deliver to you every day. Our goal is to provide you with a safe and dependable supply of drinking water. We want you to know that we are constantly making efforts to improve the process of delivering potable water to your home or business and to protect our water resources. We are committed to ensuring the quality of your water and to providing top-notch customer service.

Your water is supplied from 6 groundwater wells that range in depth from 70 to 111 feet and are terminated in unconfined sand and gravel aquifers. These wells supplied an average of just under 1,400,000 gallons of potable water each day to over 5,000 households and businesses in the Weston, Rothschild, Schofield and Rib Mountain areas. To obtain a summary of any source water assessments please contact Keith Donner, P.E., Director of Public Works and Utilities at 715-359-2876

The sources of drinking water, both tap water and bottled water, include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

The water from all of the Village's wells is treated to assure that it is of good quality for our customers' use. Chlorine is added to provide a safeguard against disease causing organisms. Fluoride is added for dental health benefits. Additionally, a blended phosphate is added to lessen the aesthetic effects of iron and manganese.

Contaminants that may be present in source water include:

- Microbial Contaminants – bacteria or viruses which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic Contaminants – salts and metals that can be either naturally occurring or from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

- Pesticides and Herbicides – which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- Organic Chemicals (including Synthetic Organic Chemicals) – which are by-products of industrial processes and petroleum refining, and can also come from gas stations, urban storm water runoff and septic systems
- Radioactive Contaminants – which can be naturally occurring or be the result of oil and gas production and mining activities.

2014 WATER QUALITY HIGHLIGHTS

- **Lead and Copper Monitoring** - In 2014 the utility performed compliance sampling for lead and copper at 30 sites throughout the distribution system. The utility had no samples exceeding action levels.
- **Health Information** - We are pleased to report that our drinking water meets all federal and state health standards.

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health.

Detected Contaminants - The Village of Weston Municipal Utilities tested your water for many contaminants last year according to Federal and State laws. We are allowed to monitor for some contaminants less frequently than once a year. The table lists only those contaminants which were detected in your water. If a contaminant was detected last year, it will appear in the table without a sample date. If the contaminant was not monitored last year, but was detected within the last 5 years, it will appear in the table with a footnote as to the sample date.

WESTON MUNICIPAL UTILITIES

In the table you may find terms and abbreviations you are not familiar with. To help you better understand these terms definitions have been provided at the bottom of the table.

Unregulated Contaminants - The utility also is required to test for some unregulated contaminants. Unregulated contaminants are those for which EPA has not established drinking water standards. The purpose of unregulated contaminant monitoring is to assist EPA in determining the occurrence of unregulated contaminants in drinking water and whether future regulation is warranted. EPA required us to participate in this monitoring.

Lead and Copper Monitoring - In 2014 the utility performed compliance sampling for lead and copper at 30 sites throughout the distribution system. The utility had no samples exceeding action levels as shown in the accompanying table. The utility will be sampling for lead and copper again in 2017 as this regulation currently requires monitoring on a 3 year interval.

Health Information - We are pleased to report that our drinking water meets all federal and state health standards. All drinking water, including bottled drinking water, may reasonably be expected to contain at least a small amount of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the environmental protection agency's safe drinking water hotline (800) 426-4791.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromized persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *cryptosporidium* and other *microbiological contaminants* are available from the *Safe Drinking Water Hotline (800-426-4791)*.

Additional Health Information - Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than 6 months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health care provider.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children.

Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Weston Municipal Utilities is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at www.epa.gov/safewater/lead.

Information on Monitoring for Cryptosporidium and Radon - Our water system did not monitor our water for cryptosporidium or radon during 2013. We are not required by State or Federal drinking water regulations to do so.

Other Information - The Village of Weston Municipal Utilities is responsible around the clock to provide top quality water to every tap. We ask that all our customers help us protect our water sources, which are the heart of the community, our way of life and our children's future.

You may also find additional information regarding the Village of Weston Municipal Utilities on the Wisconsin Dept. of Natural Resource's website at <http://dnr.wi.gov/> From the "Topics" drop-down menu click on "**Water Resources.**" Click on "**Drinking Water,**" then choose the "**Water Quality Data**" icon on the upper left. At the left again choose "**Public Water Systems.**" This will take you to a screen asking for the name of the public water supply and county. Type in "**Weston Municipal Utilities**" and choose Marathon County to access data kept by the DNR for the CCR (Consumer Confidence Report). You will also note that you can access other general information about drinking water from the "**Drinking Water**" page.

Contact Information - The Village of Weston Municipal Utilities operation is managed by Keith Donner, P.E. Director of Public Works. The Utility's Lead Operator in Responsible Charge is John Borth. If you have any questions about this report or other concerns about your water utility, please contact us at 359-2876.

Meetings - You are also invited to attend meetings of the Property and Infrastructure Committee on the first Monday of each month beginning at 4:30 P.M. Or you may attend meetings of the Village Board of Trustees on the first and third Mondays of each month beginning at 6:00 P.M. Meetings are held at the Weston Municipal Center, 5500 Schofield Avenue.

2014 Annual Drinking Water Quality Report for Weston Water Utility

| Contaminant | Units | MCL | MCLG | Level Found | Range | Violation | Typical Source of Contaminant |
|-------------------------------------|-------|----------------------------------------------------------------|------|-------------|---------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Microbiological Contaminants | | | | | | | |
| COLIFORM | Count | presence of coliform bacteria in 5% or more of monthly samples | 0 | 1 | n/a | NO | Naturally present in the environment |
| Disinfection Byproducts | | | | | | | |
| HAA5 | ppb | 60 | 60 | 11 | 4 - 11 | NO | n/a |
| TTHM | ppb | 80 | 0 | 22 | 14.1 - 22.0 | NO | By-product of drinking water chlorination. |
| Inorganic Contaminants | | | | | | | |
| ARSENIC | ppb | 10 | n/a | 1 | 0 - 1 | NO | Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes. |
| BARIUM | ppm | 2 | 2 | 0.15 | 0.036 - 0.150 | NO | Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits |
| CHROMIUM | ppb | 100 | 100 | 1.6 | 0.39 - 1.6 | NO | Discharge from steel and pulp mills; Erosion of natural deposits. |
| FLUORIDE | ppm | 4 | 4 | 0.6 | 0.0 - 0.6 | NO | Erosion of natural deposits; Water additive to promote strong teeth; Discharge from fertilizer and aluminum factories |
| COPPER | ppm | AL=1.3 | 1.3 | 0.51 | 0 of 30 results were above the action level | NO | Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives. |
| LEAD | ppb | AL=15 | 0 | 1.1 | 0 of 30 results were above the action level | NO | Corrosion of household plumbing systems; Erosion of natural deposits |
| NICKEL | ppb | 100 | n/a | 1.50 | 0.7100 - 1.50 | NO | Nickel occurs naturally in soils, ground water and surface waters and is often used in electroplating, stainless steel and alloy production. |
| NITRATE (NO ₃ -N) | ppm | 10 | 10 | 5.73 | 2.20 - 6.10 | NO | Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits |
| SODIUM | ppm | n/a | n/a | 119.00 | 30.00 - 120.01 | NO | n/a |
| Radioactive Contaminants | | | | | | | |
| RADIUM (226 + 228) | pCi/l | 5 | 0 | 1.3 | .8 - 1.3 | NO | Erosion of natural deposits. |
| Unregulated Contaminants | | | | | | | |
| BROMCHLOROMETHANE | ug/l | n/a | n/a | 0.12 | nd - 0.12 | NO | n/a |
| CHLORATE | ug/l | n/a | n/a | 460 | 110 - 460 | NO | n/a |
| HEXAVALENT CHROMIUM | ug/l | n/a | n/a | 0.96 | 0.075 - 0.96 | NO | n/a |
| STRONTIUM | ug/l | n/a | n/a | 240 | 110 - 240 | NO | n/a |
| VANADIUM | ug/l | n/a | n/a | 0.52 | 0.25 - 0.51 | NO | n/a |
| SULFATE | PPM | n/a | n/a | 16 | 10.00 - 16.00 | NO | n/a |

Unregulated contaminants are those for which EPA has not established drinking water standards. The purpose of unregulated contaminant monitoring is to assist EPA in determining the occurrence of these contaminants in drinking water and whether future regulation is warranted.

Definition of Terms:

Non-Detects (nd) - laboratory analysis indicates that the constituent is not present.

Parts per million (ppm), or milligrams per liter (mg/l) - one part per million corresponds to one minute in two years or a single penny in \$10,000.

Parts per billion (ppb), or micrograms per liter (ug/l) - one part per billion corresponds to one minute in 2,000 years or a single penny in \$10,000,000.

Picocuries per liter (pCi/l) - a measure of radioactivity.

Action Level - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Maximum Contaminant Level Goal (MCLG) - The level of a contaminant in drinking water, below which there is no known or expected risk to health.

MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL) - The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

TCR - Total Coliform Rule

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems (MCL's). FDA regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health. The EPA has determined that your water IS SAFE at these levels. The table shows only those compounds that were detected at any level within the past 5 years.

Utility News

Elimination of Sanitary Sewer Credit

Earlier this year the Village of Weston adopted a rate increase for the sanitary sewer utility. Along with the changes to sanitary sewer rates the long-standing practice of capping summer sanitary sewer usage based on winter quarter usage was also discontinued. The summer sewer threshold for residential customers had at one time been 110% of winter quarter water volume. Most recently the threshold had been 125% of winter quarter water volume. This practice had been prevalent among municipal water and sewer utilities in Wisconsin in the past. However, the preciousness and potential scarcity of water resources is becoming more understood and the summer season volume caps are being eliminated.

The future elimination of the summer season cap on sanitary sewer volume was referenced in an article which appeared in the Village's 2008 Water Quality Report (published in June 2009). The summer season threshold was based on the assumption that higher summer season water use results from outdoor needs which are not discharged to the sanitary sewer such as lawn and garden irrigation. While this assumption may be true to an extent, it is not a certainty. The assumption is also not consistent with stewardship of water resources in that it did/does not identify exactly where the extra water was/is going, or if, in fact, it was/is not reaching the sanitary sewer. Therefore, customers wishing to receive "credit" for water use which is not discharged to the sanitary sewer must have an extra meter installed to measure that water.

Certainly there is more to the resource stewardship question than metering. However, metering of all water is necessary to better identify what water is used for. While this can skeptically be viewed as being too intrusive the information can help the utility understand and allow the utility's customers to be better informed about their water use. To this point there are a couple of additional related issues to inform you about – **Additional Meters (a.k.a. Irrigation Meters) and Automated Meter Reading.**

Additional Meters (a.k.a. Irrigation Meters) – The Village's water utility operating rules (a.k.a. tariff) prescribes the conditions of receiving water service and billing rates for that service. Residential customers desiring an additional meter are subject to charges for the additional meter(s) based on the tariff. For a 5/8" or 3/4" meter the quarterly charge is \$9.00 and for a 1" meter the quarterly charge is \$13.50. This quarterly charge is billed for all 4 quarters of the year. The water usage is billed in combination with the consumption on the primary service. For example if the primary meter has consumption of 10,000 gallons and the additional meter has consumption of 10,000 gallons, the water bill is based on a volume of 20,000 gallons with inclining block rates applied. However, as long as the additional meter is not plumbed to serve fixtures on the interior of the building, sanitary sewer charges would only apply to the 10,000 gallons for the primary meter. The utility's preference is to see the water supply for the additional meter branched off up-stream of the primary meter. In order for the sanitary sewer volume to be eliminated the additional meter cannot serve any interior plumbing fixtures.

Automated Meter Reading – As technology has advanced in the world of electronics, those advances have extended to the water utility business. The Village has been slow to embrace the use of automated meter reading (AMR) due to the relative cost of implementing the technology for its quarterly billing cycles. This has primarily been a reluctance on the part of the Village to incur the cost of implementing AMR on a system wide basis. The cost has been estimated in the range of \$500,000 to \$750,000 and this has been relatively unchanged for the past 10 years. This focus on installation and implementation cost is changing though due to a number of reasons.

With quarterly water and sewer bills for typical residential customers approaching \$200, the conversion to a monthly billing cycle becomes more practical. A lower more frequent bill should be easier for customers to budget and manage than a larger quarterly bill. With meters manually read only 4 times per year high consumption due to a leak on a customer's premises can go undetected for as much as 90 days. Monthly automatic reading should provide a higher level of service, even though there will also be additional costs. Rather than add manpower to read manually, current electronic reading technology can allow the existing manpower to be re-directed to other utility operation and maintenance activities.

The residential meters being used in replacement are non-metallic, magnetic, meters with no moving parts. These meters have higher accuracy than the old brass, displacement meters. The new meters are also capable of storing flow data for a finite period of time. This data logging capability can be paired with electronic meter reading equipment in an automated meter reading (AMR) system. The AMR system relies upon a transmitter to send a signal to meter reading equipment. The Village has the capability of reading these meters with a handheld device during its routine meter reading process.

As the Village plans for the implementation of AMR, and incrementally converts its system, transmitters are being installed along with the new meters. This is being done in the interest of eliminating another trip to those locations where meters have already been replaced, assuming the same supplier will be used. In the majority of cases these transmitters are being installed

over existing touch-read pads on the exterior wall. This eliminates the need to run a new wire from the meter to an alternate location as compared to the existing touch-read pad. The transmitters are somewhat larger than the touch-read pads, but can also be painted to mask their presence.



From the Director by Keith Donner, Director of Public Works

Sustainable Weston: Utility Rates and Resource Stewardship

Keith Donner, P.E.
Director of Public Works & Utilities

(This article was originally published in the Village's annual water quality report in June 2009. It is published again as a point of reference for the recent elimination of the summer season cap on sanitary sewer charges in 2015)

There have been some recent changes in the area of utility rates and ordinances aimed at promoting stewardship of our water resources in an effort to create a more sustainable Weston.

The water utility now has in place an inclining block rate schedule for residential customers. This rate structure is also referred to as a conservation rate. As you can see in the rate schedules published on the back page of this newsletter, as more water is used the rate charged for that water goes up. The previous rate structure, and the structure still in place for non-residential customers, is the more traditional declining block rate – costs decrease as more water is consumed.

Why are residential customers treated differently than non-residential? Residential customers cause the utility to build infrastructure that is capable of meeting high peaks in demand. Therefore, residential customers account for a higher proportionate share of the size (and cost) of water towers, wells, and mains. These high peaks regularly occur throughout the year in the early morning and early evening each day. By contrast, non-residential customers, particularly industrial customers, normally use water at a steadier rate throughout the day. Additionally, during the summer, the peaks in residential water use are accentuated as the added burden of lawn irrigation occurs. As noted in the article on the back page, irrigation too often occurs at the wrong time of day sustaining the peak water demand throughout the day during the summer. This begins to put a strain on the water system using more energy, wasting water and leading the utility to pursue the development of additional water sources.

The residential inclining block rate is intended to provide an economic incentive to use less water for irrigation. Before customers get too excited though, the highest block rate does not take affect until the 30,000 gallons threshold is reached in any quarter. It is estimated that 5% of all the utility bills, about 1,000 bills out of the 20,000+ mailed out during the year, will reach this threshold. Any customer that does would then pay the highest rate (\$3.10 per 1,000 gallons) for water use in excess of 30,000 gallons. It is normally estimated that each person in a household uses 75 gallons of water per day exclusive of irrigation. For a family of 4 this translates to about 28,000 gallons in a quarter. Average customer bills are in the range of 15,000 to 18,000 gallons per quarter, so the inclining block rate is not penal in application – at least not at this time.

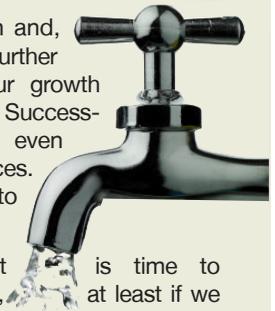
Why worry about conserving water in Weston, don't we have adequate supply? It is true that we currently have sufficient water supply and capacity to meet our needs. However, if Weston were to have another growth spurt we will need to seek additional sources. Well sites are becoming harder and harder to find.

Favorable geology is the first consideration and, after that, existing incompatible land uses further eliminate potential sites. Depending on our growth additional sources will eventually be needed. Successful conservation measures can delay and even reduce the need to develop additional sources. Promoting an ethic of stewardship will lead to more responsible use of our water resources.

From a big picture perspective, perhaps it is time to begin thinking of water as a limited resource, at least if we want to continue to have relatively inexpensive water. Many communities in southeastern Wisconsin, most notably Waukesha, have over pumped their groundwater leading them to seek approval to withdraw Lake Michigan water even though Waukesha is just outside the great lakes basin. Suburban Green Bay communities over pumped their groundwater and now are being served from Manitowoc – a long drawn out, politically charged process. Western Marathon County communities are currently seeking more water from our area. Water conservation initiatives are soon going to be required statewide as a consequence of the Great Lakes Compact - the agreement between Canadian provinces and great lakes states to prohibit the export of water from the great lakes basin. Water conservation, should be the cornerstone of water resource stewardship. It is something that needs to become second nature rather than be forced upon us. "Waste not, want not."

It is the Village's desire to implement policies and ordinances that are consistent with a sustainable future. Besides the residential water rate incentive to use less water for irrigation, here are a few other things that have been done already to promote stewardship of our water resources:

- On May 30, 2009 the water utility co-sponsored a "Build a Rain Barrel" workshop. Other sponsors were the North Central Wisconsin Storm Water Coalition, UW-Extension, and City of Schofield. The Weston water utility paid the \$15.00 registration fee for Weston utility customers to promote efforts to reduce the reliance on municipal water for irrigation.
- The storm water utility ordinance includes a one-time credit for homeowners of 68% of their annual charges for installation of a rain barrel or a rain garden. With the current rate set at \$48.00 this one-time credit amounts to \$32.64. In addition to impacting irrigation water use, rain barrels and rain gardens help protect water quality by reducing run-off and promoting groundwater infiltration.
- The sanitary sewer utility earlier this year increased the threshold to qualify for summer sanitary sewer credit from credit from 110% of winter quarter consumption to 125%. The underlying assumption is that all excess water flow over and above the threshold does not flow to the sanitary sewer. The reality is that Weston's flow to the Rib Mountain Metropolitan Sewerage District has continued to increase along with the costs. A low threshold also gives no incentive to conserve. The threshold may be phased out over time with the goal being to meter all water that will not be discharged to the sanitary sewer.



WESTON MUNICIPAL UTILITIES

(cont. from pg. 5) These are only a few early steps that have been taken to encourage stewardship of our water resources. There is much more that can be done and the water utility plans to become more proactive in giving our customers access to information about using our water resources wisely. Individually these efforts may be small, but with more and more participation there will be a greater impact over time. Everything we do to our land and our water has an impact on our water, like fertilizing your lawn and disposing of pharmaceuticals down the drain. Become aware of how to do these things responsibly. Become a steward of your water for a sustainable Weston.

House re-siding

When re-siding your house, please contact the Weston Municipal Utilities so we can temporarily relocate the remote water meter reader, if necessary, during construction. Following the re-siding we will reinstall the remote meter reader. Please call the Utility Office at (715) 359-2876.



DIGGERS HOTLINE:



**Know what's below.
Call before you dig.**

TTY 1-800-542-2289

Sewer backup insurance by owner

Weston Municipal Utilities does not provide any compensation to property owners (or renters) for damage done by sudden accidental sewer backups.

Sewer backups are rare, but can be devastating and very costly. The Utility conducts a routine sewer cleaning program. All sewers are cleaned at least once every three years. Problem areas are cleaned more frequently. We recommend the next time you renew your homeowner's insurance policy that you add to your coverage for this hazard. Some companies offer coverage without additional cost, while others charge a modest fee. We also urge you to install a check valve in your basement floor drain. While this check valve requires periodic cleaning to insure proper working conditions, it can reduce the devastating effects of a sewer backup.

Lawn watering

With summer upon us many of us will be watering our lawns daily. Over watering and watering during the middle of the day are the two most common mistakes people make with their lawns. Once a lawn is established it should only be watered once or twice a week. The soil should be moistened to a depth of about 6", which usually means using about an inch of water. The amount of water used on the lawn can be measured by placing a can under the sprinkler. More frequent shallow watering on an established lawn will cause shallow rooting, invite crabgrass invasion, and encourage disease. Early morning is the best time to water, as your lawn has a chance to dry out during the course of the day, also reducing the likelihood of disease and fungus. Watering during midday is a tremendous waste as up to 70% of the water can be evaporated before it is able to soak into the ground.

We ask that all residents be more environmentally responsible and follow these few simple guidelines when watering their lawns this summer.

Problems or Questions?

Please contact the Utility Office for payment arrangements, including late payments, at

715-359-2876 (regular office hours)

715-355-4534 (after hours voice mail)

dvanswol@westonwi.gov (e-mail)

DISCONTINUED

Sanitary Sewer Credit - Outside Watering!

On September 7, 2015 the Village Board took action to allow the sewer usage credit (*as previously applied*) for usage through October 31, 2015, provided a second water meter is installed for measuring outside water usage.

- A credit will be applied to your bill **only** after a second meter is installed.
- The second water meter **must** be installed prior to April 30, 2016 to qualify for this one time credit.

Cost of a second meter

Base Charge:

- \$9.⁰⁰/quarter: 5/8" or 3/4" meter
- 13.⁵⁰/quarter: 1" meter

Plus volume charges for water usage

If you have any questions, please call the Utility Office at 715-359-2876

Discontinued - Sanitary Sewer Credit for Outside Watering

Effective March 1, 2015 the Village of Weston discontinued the summer season sewer usage credit.

(Historically residents sewer usage during summer months has been capped at 125% of the winter billing quarter water use)

The full article on the rate increase for the Sanitary Sewer Utility and the elimination of the credit appeared in the 2015 March / April Newsletter, and in the Annual Water Quality Report. The article can be viewed at either of the links listed below.

- www.westonwi.gov/March-AprilNewsletter2015
- www.westonwi.gov/CCR2014



Weston Municipal Utilities
5500 Schofield Avenue
Weston, WI 54476

PRSRT STD
U.S. POSTAGE
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WAUSAU, WI

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

October 3, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.8.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES**

ITEM DESCRIPTION: **WATER AND SEWER BILL ADJUSTMENT FOLLOWING LEAK REPAIR – GRISCHKE, 3305 RIO DRIVE**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, OCTOBER 3, 2016**

POLICY QUESTION: Should the customer be extended a credit toward their utility bill due to a leak which was repaired on their irrigation system?

RECOMMENDATION TO: Staff is extending credit under the policy in place for these situations.

LEGISLATIVE ACTION:

- | | | |
|---------------------------------------------------------|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Fund 60, Water Utility and Fund 61, Sewer Utility
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: Utility Clerk, Van Swol

BACKGROUND: The customer informed the Village of having repaired a leak on their irrigation system including a letter from their sprinkler contractor. Under the Village's leak adjustment policy practice, residential customers are given a one-time credit for billing adjustments provided they furnish evidence of repairing the cause of a leak. The credit is given by billing for consumption in excess of the average for water at the lowest block rate and for sewer by billing at the volume charge from RMMSD. Staff is informing the Committee of the adjustment as provided in the original committee action of September 4, 2007.

Attachments *1. Customer letter; 2. Letter from Green Lawn; 3. Adjustment calculation; 4. Policy adopted September 4, 2007 by action of the Public Works and Utility Committee.*

September 15, 2016

Village of Weston
Weston Utility Office
P.O.Box 446
Weston, WI 54476-0446

RE: High Water Usage

Dear Sir/Madam:

This letter follows our conversation concerning the high water usage at my home located at 3305 Rio Drive, Weston, WI. I have enclosed a letter received from Green Lawn Underground Sprinklers indicating that they repaired a leaking Wild Head and Master Valve Diaphragm on August 25, 2016 at my home.

I would ask that my water bill be recalculated and reduced to a normal monthly amount taking into consideration the water leakage at my property.

Should you have any further questions, please feel free to contact me.

Sincerely,



Alan E. Grischke
AEG/cah
Enclosure



September 15, 2016

Alan Grischke
3305 Rio Dr
Weston WI, 54476

RE: Irrigation Repair

Alan,

On 8-25-16 one of our Service Technicians replaced the Wild Head and Master Valve Diaphragm that was leaking and causing water loss when irrigation system was not running.

Please contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Walter Skic".

Walter Skic
Green Lawn Underground Sprinklers
N327 Brandenburg Ave
Merrill, WI 54452
715-539-1133
Wally.Skic@GreenLawnWI.com

Call 715-539-1133
For the greenest lawn in your neighborhood

Alan Grischke - Leak Adjustment
 3305 Rio Dr

| | | Unadjusted Billing | Adjusted Billing | Total Adjustment |
|---------------------------------|--------|-----------------------|---------------------|---------------------|
| August 2016 Usage Billed | | | | |
| Water | 60,000 | 164.00 | 120.00 | 44.00 |
| Sewer | 60,000 | 180.00 | 56.39 | 123.61 |
| Total Adjustment | | | | \$167.61 |

Previous Quarters Usage

| | |
|----------------------|---------------|
| May-16 | 7,000 |
| Feb-16 | 7,000 |
| Nov-15 | 6,000 |
| Aug-15 | 19,000 |
| Total Usage | 39,000 |
| Average Usage | 9,750 |

Water Bill Unadjusted

| Water Volume | Billed Volume | Billed Rate | Billed Amount |
|-----------------|---------------|----------------|---------------|
| 60,000 | 10,000 | 2.00 | 20.00 |
| | 20,000 | 2.55 | 51.00 |
| | 30,000 | 3.10 | 93.00 |
| | Total | | 164.00 |

Water Bill Adjusted

| Adjusted Volume | Billed Rate | Billed Amount |
|--------------------|----------------|------------------|
| 9,750 | 2.00 | 19.50 |
| 0 | 2.55 | 0.00 |
| 0 | 3.10 | 0.00 |
| 50,250 | 2.00 | 100.50 |
| Total | | 120.00 |

Sewer Bill Unadjusted

| Sewer Volume | Billed Volume | Billed Rate | Billed Amount |
|-----------------|---------------|----------------|---------------|
| 60,000 | 60,000 | 3.00 | 180.00 |

Sewer Bill Adjusted

| Adjusted Volume | Billed Rate | Billed Amount |
|--------------------|----------------|------------------|
| 9,750 | 3.00 | 29.25 |
| 50,250 | 0.54 | 27.14 |
| Total | | 56.39 |

- A. Consideration for Leak Adjustment; Discussion and Possible Action on Leak Adjustment Policy.** Schuster summarized the process staff goes through with the customer when they experience a high usage utility bill. Donner reported he spoke with some other utilities and the practice of the utilities ranged from making no adjustment, allowing for a sewer credit, or to a leak adjustment policy similar to what staff is proposing (to charge the customer an average bill and excess water usage would be billed at the lowest block rate and excess sewer charges be billed at the flow rate the Rib Mountain Sewerage District charges the village). The other communities have a checklist for the customers to assist them in finding the leak themselves. Many communities restrict the leak adjustment to residential customers only. Donner thought the proposed one time leak adjustment policy for residential customers only was a good guideline for staff to follow. Donner added staff would create a checklist to assist a customer in looking for leaks, the customer would need to prove the leak was repaired by returning to normal usage, staff would exercise good judgment before allowing for a leak adjustment. Staff would report to the committee when a leak adjustment has been allowed.

**M/S/P Porlier/Ziegler: to approve the draft guidelines for a leak adjustment subject to review by attorney Weber.*

**M/S/P Porlier/Benishek: to deny a leak adjustment for Forrest Tappe Builders – 6205 Kayak Drive.*

1. Amanda Tesch – 6002-C Eric Street.

**M/S/P Porlier/Ziegler: to approve a leak adjustment per the draft guidelines for Amanda Tesch.*

2. Lonnie Nylund (Nylund Transmission) – 5606 Jamar Street.

**M/S/P Benishek/Porlier: to deny a leak adjustment for Nylund Transmission.*

VII. New Business.

- A. Highland Avenue Reconstruction, Change Order No. 1.** Donner reported the change order is for the additional costs for asbestos cement abatement/removal and to adjust the contract time for an additional 5 weeks.

**M/S/P Ziegler/Porlier: to approve change order no. 1 in the amount of \$36,867.00 and to adjust the contract time with an additional 5 weeks for substantial completion.*

- B. Weston Avenue Water Main Extension, Bid Results and Award of Construction Contract.** Donner recommended to table action.

**M/S/P Ziegler/Porlier: to table action on the Weston Avenue water main extension.*

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

October 3, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.9.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES**

ITEM DESCRIPTION: **PROFESSIONAL SERVICES CONTRACT WITH MITECH FOR PRELIMINARY STREET DESIGN AND PRELIMINARY R.O.W. PLAT FOR PROPOSED CONNECTING STREETS BETWEEN TRANSPORT WAY AND WESTON AVENUE AND BETWEEN TRANSPORT WAY AND VON KANEL, AND AN ACCESS ROAD PARALELL TO WESTON.**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, OCTOBER 3, 2016
BOARD OF TRUSTEES, OCTOBER 3, 2016**

POLICY QUESTION: Should the Board of Trustees approve a professional services contract with MiTech of Weston, WI, in the amount of \$24,300 to prepare a preliminary design and preliminary right-of-way plat for proposed connecting streets between Transport Way and Weston Avenue and between Transport Way and Von Kanel, and a frontage road or rear access road for small parcels fronting Weston Avenue.

RECOMMENDATION TO: I make a motion that the Board of Trustees approve a professional services contract with MiTech of Weston, WI, in the amount of \$24,300 to prepare a preliminary design and preliminary right-of-way plat for proposed connecting streets between Transport Way and Weston Avenue and between Transport Way and Von Kanel, and a frontage road or rear access road for small parcels fronting Weston Avenue.

LEGISLATIVE ACTION:

- | | | |
|---------------------------------------------------------|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Fund 40 (Tax Increment Finance District #1)
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: Proposals received 9/28/16. Review by Roth Professional Solutions and Village staff.

BACKGROUND: The Village has been updating its comprehensive plan over the past 2 years. In addition to required chapters the comprehensive planning effort is including a planned mixed-use development for the southeast quadrant of the STH 29 and CTH X/Camp Phillips Road interchange. A private development firm is working toward land acquisition in the interchange area to coordinate orderly development of a project being referred to as Camp Phillips Centre. There are many inter-related components of the comprehensive plan. Among other parts of the planning process the Village has adopted an official transportation map, an access control ordinance (Chapter 71 of the Weston Municipal Code) and adopted a resolution declaring Weston Avenue to be an arterial street, thereby imposing access restrictions to new development fronting Weston Avenue.

The proposed work is more specific planning aimed at eliminating private access points on the south side of Weston Avenue within the first quarter mile east of Camp Phillips Road (See attached map). The intent is to locate a suitable route for potential public streets that would direct any access for these parcels to a public street at or near the “40” line between Camp Phillips and Von Kanel via a frontage road or rear access road. Additionally, the work will identify a suitable route for an interior street on the 40 acres east of Transport Way. The work will also include preparation of a preliminary right-of-way plat to aid in identifying property acquisition needs. Wetlands on the properties are being identified through a separate effort that is not part of this contract.

The Village obtained proposals from 3 firms as outlined in the attached review an recommendation letter from Robert Roth of Roth Professional Solutions. The recommendation is to retain MiTech for the work for the lump sum fee of \$24,300.

Copies of the proposal can be viewed through the following link to a “One Drive” folder:

<https://1drv.ms/f/s!AuGB5mKIII-Oi26K-z-x9CAmQSH>

Attachments
Solutions

1. Map of area and conceptual streets; 2. Letter of Recommendation from Roth Professional



Goal is to eliminate direct access to Weston Avenue by constructing a rear access road (RED - preferred) or frontage road (BLUE - 2nd option)

Conceptual street schematic with connections from Transport Way to Weston Avenue and east to Von Kanel (ORANGE)



Weston

Future Street Schematic

RECOMMENDATION

TOPOGRAPHIC SURVEY, PRELIMINARY ENGINEERING DESIGN & PRELIMINARY RIGHT OF WAY PLAT - RFP

For:

VILLAGE OF WESTON

Village of Weston, Marathon County, Wisconsin
5500 Schofield Ave., Weston, WI 54476

PREPARED BY:



RFP RELEASED: SEPTEMBER 20, 2016
PROPOSALS RECEIVED: SEPTEMBER 27, 2016

INCLUDED WITHIN THIS DOCUMENT:

| | |
|-------------------------------------------|---------------|
| BACKGROUND | PAGE 1 |
| SCOPE OF WORK | PAGE 1 |
| PROPOSAL RESPONSE & EVALUATION | PAGE 1 |
| COST SUMMARY | PAGE 2 |
| RECOMMENDATION | PAGE 2 |

BACKGROUND

The Village of Weston coordinated a Request for Proposal (RFP) to retain the services of an engineering consulting firm to provide topographic survey, planning, preliminary engineering and right of way plat for three (3) future roadway projects:

Transport Way and Weston Avenue – Street Connection
Transport Way to Von Kanel Street – Street Extension
Weston Avenue – Rear Access or Frontage Road

Respondents were asked to provide qualifications, experience, background thoughts and cost for the work, among other typical proposal items. Three (3) proposals were submitted to the Village. The RFP was released on a tight timeframe, with a due date of September 27. A minor amendment was requested on September 28, to which all firms responded. Proposals were reviewed/evaluated on September 28.

SCOPE OF WORK

The work required of the selected consultant will include data acquisition, coordination, design and platting of the following major street segments (total improvements are approximately 3,100 LF):

1. Transport Way to Von Kanel Street – Street Extension Planning & Layout
2. Transport Way Connection to Weston Avenue – New Street Planning & Layout
3. Weston Avenue – New Rear Access Road or Frontage Road Alternatives, Planning & Layout

The selected consultant will be asked to conduct a full topographic survey of the selected parcels (that have consented to such access). Further, the consultant will analyze and evaluate the subject parcels for access, water and sewer service access and general layout with respect to wetlands and other property conditions. Ultimately, a recommendation for right-of-way platting will be provided by the selected firm.

Work for all streets shall include the following:

- a. Topographic Survey
- b. Title Research and Report
- c. Base Map of All Pertinent Planning Information
- d. Preliminary Geotechnical
- e. Utility Planning and Mapping
- f. Meetings
- g. Preliminary Storm Water Planning
- h. Preliminary Engineering Plans
- i. Preliminary Right-of-Way Plan
- j. Future Proposal for Street Design(s)

PROPOSAL RESPONSE & EVALUATION

The Village individually notified firms with notable experience and qualifications as per Staff's recommendations, including locally represented firms. A total of three (3) firms were notified as follows:

Mi-Tech
Becher Hoppe
MSA

The Village has retained both digital and hard-copies of the three (3) submitted proposals. This information can be reviewed at the Municipal Center office or available via PDF.

All firms provided a solid listing of relevant projects in similar municipal streets and public works aspects. There were very few differences in firm qualifications and experience. However, there were notable differences in the cost of the work.

COST SUMMARY

A summary of proposed cost, along with estimated hours, is provided by the respondent firms as follows:

| | | |
|--------------|----------|-----------|
| Mi-Tech | \$24,300 | 297 hours |
| Becher Hoppe | \$48,800 | 473 hours |
| MSA | \$68,850 | 740 hours |

RECOMMENDATION

It is recommended that **Mi-Tech** be retained for the scope of work involved in this data acquisition, planning and preliminary design effort. This recommendation is based on the following conclusions:

- Completeness of the Proposal in all Areas of Requested Consultation
- Relevant & Current Qualifications and Experience
- Strong Project Experience in Public Works and Similar Projects
- Strong Work History on Street and Utility Projects in the Village of Weston
- The Cost Provided was Complete; Hours Have Been Reviewed and are Deemed Appropriate
- The Cost Provided is Appropriate to the Scope of Work at this Preliminary Stage

All firms have been notified of this recommendation. Provided there is favorable Village action, the selected Consultant will be commissioned to work immediately in 2016 to complete the scope of work objectives regarding data acquisition and assembly. Planning and right-of-way mapping will likely occur in early 2017. Public Works Staff will be the main contacts to coordinate and advance the project.

Respectfully Submitted,



Robert J. Roth, PE (ROTH PROFESSIONAL SOLUTIONS)

Attached: Mi-Tech Submitted Proposal

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

October 3, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.10.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**

ITEM DESCRIPTION: **RECOMMENDATION TO PURCHASE A SEWER AND WATER UTILITY VAN**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, OCTOBER 3, 2016
VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, OCTOBER 3, 2016**

POLICY QUESTION: Should the Property and Infrastructure Committee Recommend/Village Board approve the purchase of a replacement utility van from Scaffidi Motors for a total price of \$32,319.50?

RECOMMENDATION TO: I make a motion to approve/recommend the purchase of a replacement utility van from Scaffidi Motors for a total price of \$32,319.50.

LEGISLATIVE ACTION:

- | | | |
|---------------------------------------------------------|---------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Resolution |
| <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | |
| | <input type="checkbox"/> Proclamation | |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Capital Improvement Fund
- Budget Line Item: _____
- Budgeted Expenditure: 2017 Purchase of \$28,000 for utility van
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: 61.54: Public Works Bidding is not required for equipment, but the Village did seek out and received competitive quotes.
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW:

Capital Equipment Plan for 2016-2020 has been approved previously by the Property & Infrastructure Committee and Finance Committee which included the purchase of this utility van for 2017.

BACKGROUND:

The Village has had a 5 year rotation of utility vans which has proven to be beneficial in providing staff with reliable vehicles as well as producing optimum trade-in/resale value of the vehicles. The van being replaced is part of the 5-year cycle.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Capital Equipment Plan

Village of Weston Wisconsin
VILLAGE BOARD BRIEFER
Michael Wodalski; Deputy Director of Public Works

Date: Monday, October 3, 2016

Re: Purchase a replacement utility van

1. Policy Question:

Should the Property and Infrastructure Committee Recommend/Village Board approve the purchase of a replacement utility van from Scaffidi Motors for \$32,319.50?

2. Purpose:

The purpose is to replace a 2010 Ford cargo van which is used as a mobile office for utility staff performing tasks primarily for the sewer and water utility.

3. Background:

The Village has established a fleet replacement plan and has been following the plan since 2014. As part of the plan a replacement utility van was scheduled to be replaced in 2017.

In August/September, the Village sought quotes for a replacement vehicle. Staff looked at utility vans as well as pickup trucks with a utility package to include toolboxes and a topper in the truck bed.

The vehicle quotes came in at:

| Dealer | Total Price |
|---------------------------------------------------------|--------------------|
| Fred Mueller – 2016 GMC Sierra 2500HD 2WD | \$35,195.00 |
| Fred Mueller – 2017 GMC Savana Cargo Van RWD | \$29,820.00 |
| Scaffidi – 2017 Ford Transit-150 Medium Roof Van | \$32,319.50 |
| Scaffidi – 2017 Ford F250 XL 4WD | \$35,003.50 |
| Scaffidi – 2017 Ford F250 XL 2WD | \$32,792.50 |

The recommendation is to purchase the 2017 Ford Transit-150 Medium Roof Cargo Van from Scaffidi Motors. The staff recommendation for the Ford Transit is based off of storage capacity as well as accessibility within the vehicle to access various tools.

4. Issue Analysis:

In comparing the various vehicles, staff felt that staying with a van instead of a truck allowed for better use of the vehicle. In addition, the Ford has a taller ceiling which will allow for more cargo as well as make maneuverability inside the vehicle easier for staff.

5. Fiscal Impact:

The vehicle was included in the replacement schedule. At this time, it has not been determined whether the van will be traded-in or sold. The sewer and water utility have adequate reserves to purchase the vehicle at this time.

6. Statutory Reference:

Wis. Stat. §61.54 describes the requirements for public works bidding, in which equipment purchases are not required to be. However, staff does seek competitive quotes and then recommends purchase of equipment based off of price, quality of construction, ease of operation and maintenance, etc.

7. Prior Review:

- Equipment plan is approved annually.
- PIC and Finance both approved the revised equipment plan earlier this summer.

8. Attachments:

- Previous information regarding the 2016-2020 Capital Purchases

9. Policy Choices:

- 1) Recommend/Approve the purchase of the van per staff recommendation.
- 2) Not recommend/approve the purchase of the van per staff recommendation.
- 3) Recommend/Approve that staff look at other options for the van.

10. Recommendation:

I recommend approval/approve the purchase of utility van per staff's recommendation for a price of \$32,319.50.

11. Legislative Action:

I move to recommend approval/approve the purchase of the utility van per staff's recommendation for a price of \$32,319.50.

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM: MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS

ITEM DESCRIPTION: UPDATE ON VILLAGE FLEET REPLACEMENT SCHEDULE (2016 – 2020)

DATE/MTG: FINANCE COMMITTEE; WEDNESDAY, JULY 27, 2016

POLICY QUESTION: Should the Finance Committee acknowledge the fleet replacement schedule from 2016 – 2020 and recommend that staff move forward with purchases for 2017 based on the proposed replacement schedule?

RECOMMENDATION TO: I make a motion to acknowledge the 2016 – 2020 fleet replacement schedule and recommend that staff move forward with purchases for 2017.

LEGISLATIVE ACTION:

- Checkboxes for Acknowledge/Approve, Administrative Order, Expenditure, Ordinance, Policy, Procedure, Proclamation, Reports, Resolution.

FISCAL IMPACT ANALYSIS:

- Checkboxes for Budget Line Item, Budgeted Expenditure, Budgeted Revenue with associated text and lines.

STATUTORY / RULEMAKING / POLICY REFERENCES:

- Checkboxes for WI Statute, WI Administrative Code, Case Law / Legal, Municipal Code, Municipal Rules with associated text and lines.

PRIOR REVIEW:

The Fleet Replacement plan is a living plan that adjusts annually as needs are reassessed and then presented regularly for agreement.

BACKGROUND:

The Capital Equipment Plan was created initially in 2014 and has been implemented for several years now. As this is a living document, staff has looked at the proposed schedule and realized that an effort needs to be made to replace our existing vacuum truck sooner rather than later.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Updated 2016-2020 Fleet Plan with annual cash flows; August 2015 Fleet Plan

Village of Weston Wisconsin
FINANCE COMMITTEE BRIEFER
Michael Wodalski; Deputy Director of Public Works

Date: Wednesday, July 27, 2016

Re: Update on Village Fleet Replacement Schedule (2016 – 2020)

1. Policy Question:

Should the Finance Committee acknowledge the revised 2016-2020 Village Fleet Replacement Schedule and recommend that staff move forward with purchases for 2017 based on the proposed replacement schedule?

2. Purpose:

The purpose is to acknowledge the modified fleet replacement plan for the Village of Weston from 2016 to 2020. With the acknowledgement and recommendation to approve the plan, staff can then move forward with obtaining quotes for the various pieces of equipment knowing that there is support by the Committee and the Board to make those purchases.

3. Background:

In 2014 the Fleet Replacement Schedule was initially approved and adopted as part of the Village of Weston's fy2015 budget. Since then, subsequent updates have been made based on refined equipment costs as well as various changes in operational needs.

4. Issue Analysis:

The main change that is being made is to accommodate a combination truck that would function as a snow plow in winter, leaf/material vacuum truck in spring/fall and a dump truck in the summer. This effort is being made in a large part to some of the deficiencies that are experienced with our current leaf truck and mainly the age of that truck and the maintenance required. However, it did not seem prudent to purchase a new chassis for a vehicle that is only utilized 2-3 months out of the year. Thus, by utilizing a hook lift system, various body attachments can be interchanged to provide multiple functions on the same chassis.

The City of Wausau and various contractors throughout the area have this technology on their trucks. You might be most familiar with these functions as roll-offs you'd order from a garbage company for a roofing project. They drop off a container, which essentially is a box of a dump truck and then once it is full it is picked up. We'd be doing the same thing, except instead of a garbage dumpster that is being dropped off or picked up it would be a V-box and spreader for salting operations, or a leaf vacuum for material collection, etc.

In addition to the combination truck, items such as the grader have been bumped back a year in an effort to better smooth out the equipment costs moving forward.

5. Fiscal Impact:

The main cost difference with the new schedule is the additional cost of the combination truck. However, since this truck will be utilized for spring and fall pick up, a portion of the cost is recommended to be covered by the Refuse and Recycling Fund. As such, the actual change to the Capital Improvements Fund is

Summer 2016 Update

fairly minor moving forward. The table below shows the expected fiscal year costs moving forward under the revised plan versus what the plan was at the end of 2015.

| Capital Improvement Fund Yearly Cost Comparison With Summer 2016 Revisions | | | |
|-----------------------------------------------------------------------------------|----------------------|----------------------------|---------------------------------------------|
| Fiscal Year | End of 2015 Estimate | Updated June 2016 Estimate | Difference (Current Estimate – End of 2015) |
| 2016 | \$ 476,619.13 | \$ 469,164.25 | -\$ 7,454.88 |
| 2017 | \$ 598,750.13 | \$ 597,105.58 | -\$ 1,644.55 |
| 2018 | \$ 705,351.11 | \$ 714,445.56 | \$ 9,094.45 |
| 2019 | \$ 686,164.40 | \$ 605,519.85 | -\$ 80,644.55 |
| 2020 | \$ 600,021.80 | \$ 596,355.13 | -\$ 3,666.67 |

*Note: above costs include estimates from SAFER from end of 2015 and those numbers have not been changed.

The total difference then over the next 5 years is a decrease in estimated equipment costs of \$84,316.20. There are not any projected changes for the remainder of 2016, but as we begin to spec and order equipment for 2017 staff would like to gain confirmation from elected officials that the proposed changes are appropriate and should be followed.

6. Statutory Reference:

Wis. Stat. § 61.54 describes the requirements for public works bidding, in which equipment purchases are not required to be. However, staff does seek competitive quotes and then recommends purchase of equipment based off of price, quality of construction, ease of operation, etc.

7. Prior Review:

- 6/6/2016: PIC reviewed and recommended that the updated plan be forwarded to the Board
- The equipment replacement plan was presented last August and was included in the fy2016 budget.

8. Attachments:

- Revised 2016 – 2020 cash flows showing changes made

9. Policy Choices:

- 1) Acknowledge the revised 2016 – 2020 fleet replacement schedule and recommend Board approval.
- 2) Do not acknowledge the revised 2016 – 2020 fleet replacement schedule and do not recommend Board approval.

10. Recommendation:

I acknowledge the revised 2016 – 2020 fleet replacement schedule and recommend the Board approve the plan so staff can move forward with fy2017 purchases.

11. Legislative Action:

I move to acknowledge the revised 2016 – 2020 fleet replacement schedule and recommend the Board approve the plan so staff can move forward with fy2017 purchases.

| | Funding Source | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|-------------------|-------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|--------------|---------------|
| FY2014 Purchases | Capital Equipment | \$ 75,133.85 | \$ 57,836.22 | \$ 57,836.22 | \$ 57,836.22 | \$ 41,678.20 | | | | | | | \$ 290,320.71 |
| | SAFER | | | | | | | | | | | | \$ - |
| FY 2015 Purchases | Capital Equipment | | \$ (7,163.51) | \$ 103,159.52 | \$ 103,159.52 | \$ 103,159.52 | \$ 103,159.52 | \$ 27,020.80 | | | | | \$ 432,495.37 |
| | SAFER | | \$ 141,839.00 | | | | | | | | | | \$ 141,839.00 |
| FY 2016 Purchases | Capital Equipment | | | \$ 129,900.51 | \$ 89,988.51 | \$ 89,988.51 | \$ 40,000.00 | \$ 40,000.00 | | | | | \$ 389,877.53 |
| | SAFER | | | \$ 178,268.00 | \$ 106,983.00 | \$ 106,983.00 | \$ 73,199.00 | \$ 73,199.00 | \$ 73,199.00 | | | | \$ 611,831.00 |
| FY 2017 Purchases | Capital Equipment | | | | \$ 72,333.33 | \$ 88,333.33 | \$ 88,333.33 | \$ 48,333.33 | \$ 48,333.33 | | | | \$ 345,666.67 |
| | SAFER | | | | \$ 166,805.00 | \$ 155,654.00 | \$ 91,465.00 | \$ 67,568.00 | | | | | \$ 481,492.00 |
| FY 2018 Purchases | Capital Equipment | | | | | \$ 35,000.00 | \$ 28,000.00 | \$ 28,000.00 | \$ 28,000.00 | \$ 28,000.00 | | | \$ 147,000.00 |
| | SAFER | | | | | \$ 93,649.00 | \$ 46,065.00 | \$ 46,065.00 | \$ 46,065.00 | | | | \$ 231,844.00 |
| FY 2019 Purchases | Capital Equipment | | | | | | \$ 36,750.00 | \$ 115,250.00 | \$ 115,250.00 | \$ 115,250.00 | \$ 65,000.00 | | \$ 447,500.00 |
| | SAFER | | | | | | \$ 98,548.00 | \$ 68,919.00 | \$ 68,919.00 | \$ 68,919.00 | \$ 68,919.00 | | \$ 374,224.00 |
| FY 2020 Purchases | Capital Equipment | | | | | | | \$ 82,000.00 | \$ 43,000.00 | \$ 43,000.00 | \$ 43,000.00 | \$ 43,000.00 | \$ 254,000.00 |
| | SAFER | | | | | | | \$ 59,291.00 | \$ 48,142.00 | \$ 48,142.00 | \$ 48,142.00 | | \$ 203,717.00 |

| | | | | | | | | | | | | |
|-------------------|-------------------|------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|------|
| Committed FY Cost | Capital Equipment | \$ - | \$ 57,836.22 | \$ 160,995.74 | \$ 250,984.25 | \$ 430,142.56 | \$ 470,221.85 | \$ 445,436.13 | \$ 310,847.33 | \$ 143,250.00 | \$ 65,000.00 | \$ - |
|-------------------|-------------------|------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|------|

| | | | | | | | | | | | | |
|---------------|-------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Total FY Cost | Capital Equipment | \$ 75,133.85 | \$ 192,511.71 | \$ 469,164.25 | \$ 597,105.58 | \$ 714,445.56 | \$ 605,519.85 | \$ 596,355.13 | \$ 422,766.33 | \$ 255,169.00 | \$ 176,919.00 | \$ 43,000.00 |
|---------------|-------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|

| | Funding Source | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-------------------|-----------------|------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| FY 2014 Purchases | Ref & Recy Fund | | \$ 64,632.06 | \$ 64,632.06 | \$ 64,632.06 | | | | | | | |
| FY 2015 Purchases | Ref & Recy Fund | | \$ 33,908.53 | \$ 67,684.53 | \$ 67,684.53 | \$ 67,684.53 | \$ 67,684.53 | \$ 33,776.00 | \$ - | \$ - | \$ - | \$ - |
| FY 2016 Purchases | Ref & Recy Fund | | | | | | | | | | | |
| FY 2017 Purchases | Ref & Recy Fund | | | | \$ 24,166.67 | \$ 24,166.67 | \$ 24,166.67 | \$ 24,166.67 | \$ 24,166.67 | | | |
| FY 2018 Purchases | Ref & Recy Fund | | | | | | | | | | | |
| FY 2019 Purchases | Ref & Recy Fund | | | | | | \$ 7,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ - | \$ - |
| FY 2020 Purchases | Ref & Recy Fund | | | | | | | \$ 17,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 |

| | | | | | | | | | | | | |
|-------------------|-----------------|------|--------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|------|------|
| Committed FY Cost | Ref & Recy Fund | \$ - | \$ 64,632.06 | \$ 132,316.59 | \$ 132,316.59 | \$ 91,851.20 | \$ 91,851.20 | \$ 82,942.67 | \$ 49,166.67 | \$ 25,000.00 | \$ - | \$ - |
|-------------------|-----------------|------|--------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|------|------|

| | | | | | | | | | | | | |
|---------------|-----------------|------|--------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Total FY Cost | Ref & Recy Fund | \$ - | \$ 98,540.59 | \$ 132,316.59 | \$ 156,483.26 | \$ 91,851.20 | \$ 98,851.20 | \$ 99,942.67 | \$ 64,166.67 | \$ 40,000.00 | \$ 15,000.00 | \$ 15,000.00 |
|---------------|-----------------|------|--------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

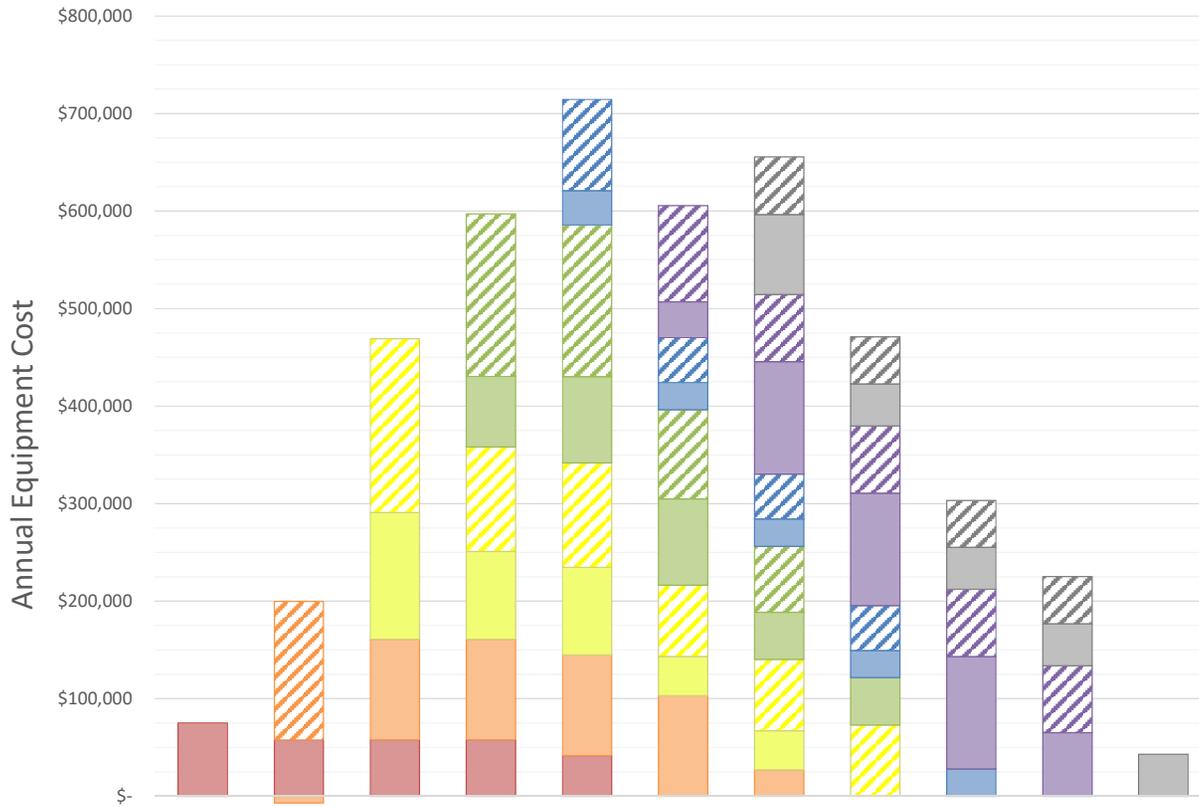
| | Funding Source | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-------------------|----------------|--------------|------|---------------|--------------|---------------|--------------|-------------|------|------|------|------|
| FY 2014 Purchases | Sewer & Water | \$ 15,046.00 | | | | | | | | | | |
| FY 2015 Purchases | Sewer & Water | | \$ - | \$ 6,755.20 | \$ 6,755.20 | \$ 6,755.20 | \$ 6,755.20 | \$ 6,755.20 | \$ - | \$ - | \$ - | \$ - |
| FY 2016 Purchases | Sewer & Water | | | \$ 137,586.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| FY 2017 Purchases | Sewer & Water | | | | \$ 18,000.00 | | | | | | | |
| FY 2018 Purchases | Sewer & Water | | | | | \$ 203,000.00 | | | | | | |
| FY 2019 Purchases | Sewer & Water | | | | | | \$ 23,250.00 | | | | | |
| FY 2020 Purchases | Sewer & Water | | | | | | | | | | | |

| | | | | | | | | | | | | |
|-------------------|---------------|------|------|-------------|-------------|-------------|-------------|-------------|------|------|------|------|
| Committed FY Cost | Sewer & Water | \$ - | \$ - | \$ 6,755.20 | \$ 6,755.20 | \$ 6,755.20 | \$ 6,755.20 | \$ 6,755.20 | \$ - | \$ - | \$ - | \$ - |
|-------------------|---------------|------|------|-------------|-------------|-------------|-------------|-------------|------|------|------|------|

| | | | | | | | | | | | | |
|---------------|---------------|--------------|------|---------------|--------------|---------------|--------------|-------------|------|------|------|------|
| Total FY Cost | Sewer & Water | \$ 15,046.00 | \$ - | \$ 144,341.20 | \$ 24,755.20 | \$ 209,755.20 | \$ 30,005.20 | \$ 6,755.20 | \$ - | \$ - | \$ - | \$ - |
|---------------|---------------|--------------|------|---------------|--------------|---------------|--------------|-------------|------|------|------|------|

| Funding Source Net Expense | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-------------------------------|---------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| Capital Equipment Fund | \$ 75,133.85 | \$ 192,511.71 | \$ 469,164.25 | \$ 597,105.58 | \$ 714,445.56 | \$ 605,519.85 | \$ 596,355.13 | \$ 422,766.33 | \$ 255,169.00 | \$ 176,919.00 | \$ 43,000.00 |
| Refuse and Recycling Fund | \$ - | \$ 98,540.59 | \$ 132,316.59 | \$ 156,483.26 | \$ 91,851.20 | \$ 98,851.20 | \$ 99,942.67 | \$ 64,166.67 | \$ 40,000.00 | \$ 15,000.00 | \$ 15,000.00 |
| Sewer and Water Utility Funds | \$ 15,046.00 | \$ - | \$ 144,341.20 | \$ 24,755.20 | \$ 209,755.20 | \$ 30,005.20 | \$ 6,755.20 | \$ - | \$ - | \$ - | \$ - |
| Storm Water Utility Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,750.00 | \$ 36,750.00 | \$ 36,750.00 | \$ 36,750.00 | \$ 36,750.00 |
| Total Net Expense | \$ 90,179.85 | \$ 291,052.30 | \$ 745,822.04 | \$ 778,344.04 | \$ 1,016,051.96 | \$ 734,376.25 | \$ 739,803.00 | \$ 523,683.00 | \$ 331,919.00 | \$ 228,669.00 | \$ 94,750.00 |

Capital Equipment Fund Fleet Replacement Plan (Village of Weston Equipment and Village share of SAFER Purchases)



| (\$100,000) | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|-------------|
| 2020 SAFER | | | | | | | \$59,291.00 | \$48,142.00 | \$48,142.00 | \$48,142.00 | |
| 2020 VOW Cap Eq | | | | | | | \$82,000.00 | \$43,000.00 | \$43,000.00 | \$43,000.00 | \$43,000.00 |
| 2019 SAFER | | | | | | \$98,548.00 | \$68,919.00 | \$68,919.00 | \$68,919.00 | \$68,919.00 | |
| 2019 VOW Cap Eq | | | | | | \$36,750.00 | \$115,250.00 | \$115,250.00 | \$115,250.00 | \$65,000.00 | |
| 2018 SAFER | | | | \$166,805.00 | \$155,654.00 | \$93,649.00 | \$46,065.00 | \$46,065.00 | \$46,065.00 | | |
| 2018 VOW Cap Eq | | | | | \$35,000.00 | \$35,000.00 | \$28,000.00 | \$28,000.00 | \$28,000.00 | | |
| 2017 SAFER | | | | \$72,333.33 | \$88,333.33 | \$91,465.00 | \$67,568.00 | | | | |
| 2017 VOW Cap Eq | | | | \$106,983.00 | \$106,983.00 | \$88,333.33 | \$48,333.33 | \$48,333.33 | | | |
| 2016 SAFER | | | \$178,268.00 | \$106,983.00 | \$106,983.00 | \$73,199.00 | \$73,199.00 | \$73,199.00 | | | |
| 2016 VOW Cap Eq | | | \$129,900.51 | \$89,988.51 | \$89,988.51 | \$40,000.00 | \$40,000.00 | | | | |
| 2015 SAFER | | \$141,839.00 | | | | | | | | | |
| 2015 VOW Cap Eq | | \$(7,163.51) | \$103,159.52 | \$103,159.52 | \$103,159.52 | \$103,159.52 | \$27,020.80 | | | | |
| 2014 VOW Cap Eq | \$75,133.85 | \$57,836.22 | \$57,836.22 | \$57,836.22 | \$41,678.20 | | | | | | |

VILLAGE OF WESTON
2016 CIP BUDGET REQUEST
AND 2017 FINANCIAL PLAN
PROGRAM COMMENTS

| | |
|-------------------------------------------|--------------------------------------------------|
| Department/Office: Finance | Budget: Capital Equipment Fund |
| Program: Capital Projects Funds | Submitted by: Keith Donner/John Jacobs |

UTILITY FUNDS (WATER, SEWER, & STORMWATER) - CAPITAL IMPROVEMENTS FUND
2016 Capital Improvements Program (CIP) Budget – 2017 Financial Plan

| | 2014 Actual | 2015 Budget | 2015 Estimate | 2016 Proposed Budget | 2017 Financial Plan |
|------------------------------------------------|----------------|----------------|------------------|----------------------------|---------------------------|
| Fund Balance, January 1 | \$ - | \$ - | \$ - | \$ - | \$ - |
| REVENUES | | | | | |
| Fund Balance - Water Utility | \$ 26,046 | \$ 4,700 | \$ 6,755 | \$ 1,358,755 | \$ 34,755 |
| Fund Balance - Sewer Utility | - | 550,000 | - | 610,000 | - |
| Fund Balance - Stormwater Utility | - | - | - | 5,000 | - |
| Total Revenues | \$ 26,046 | \$ 554,700 | \$ 6,755 | \$ 1,973,755 | \$ 34,755 |
| EXPENDITURES | | | | | |
| Water - SCADA Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Water - Furniture & Equipment | - | - | - | - | - |
| Water - Replace Excavator #23 | - | 4,700 | 6,755 | 6,755 | 6,755 |
| Water - Power Valve Turner | - | - | - | 40,000 | - |
| Sewer - Magnetic Manhole Lifter | - | - | - | 8,000 | - |
| Sewer - Sewer Televising Camera | - | - | - | 50,000 | - |
| Water/Sewer - Utility Van Replacement | 26,046 | - | - | 22,000 | 28,000 |
| Design - Ross Ave. Lift Station | - | 60,000 | - | - | - |
| Design - Mesker/Colleen Lift Station | - | 40,000 | - | - | - |
| Construction - Ross Ave. Lift Station | - | 200,000 | - | 300,000 | - |
| Construction - Mesker/Colleen Lift Station | - | 250,000 | - | 230,000 | - |
| Design Well #7 - Camp Phillips Road | - | - | - | 100,000 | - |
| Ridgeview Subdivision Connection to E. Everest | - | - | - | 17,000 | - |
| Automated Meter Reading - Water Utility | - | - | - | 1,200,000 | - |
| Total Expenditures | \$ 26,046 | \$ 554,700 | \$ 6,755 | \$ 1,973,755 | \$ 34,755 |
| Excess Revenues Over (Under) Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fund Balance, December 31 | \$ - | \$ - | \$ - | \$ - | \$ - |

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

October 3, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – F.11.**



Village of Weston, Wisconsin
Report for the month of September 2016
MONTHLY DEPARTMENT REPORT FROM DEPUTY DIRECTOR OF PUBLIC WORKS

Monthly Department Briefer #2016-09
Michael Wodalski, Deputy Director of Public Works
Monday, October 3, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

2. STRATEGIC PLAN PROJECT STATUS.

- Strategies for Reduced Energy Consumption.
 - **Mobile Access/Maintenance Management Software:** Working with D Behnke and N Crowe to customize Beehive which is our asset management software to be able to keep better records of activities in the shop as well as better information on vehicles so staff can more easily find part numbers, fluid types, etc. that are needed for repairs.
- Workload and Labor Needs Analysis in Services Division
 - Working with the operations team on manpower allocations for the various tasks assigned to the traditional departments of parks, streets and utilities.
 - The goal is to have an annual calendar created to identify times of the year where certain departments have greater needs than others and we can better utilize staff to complete these tasks.
- Infrastructure Master Plans
 - The E Everest Ave connection to the Ridgeview Subdivision project is almost complete. The binder will likely be paved this weekend as long as the weather cooperates.
 - Have been working with Keith as well as representatives from REI and PGA regarding the Misty Pines Subdivision. There is follow up to be done with them regarding minor adjustments to the engineering plans after the initial submittal last month.
 - Draft Capital Improvement Plan is completed, working with K Donner on prioritizing and working through the projects.
 - Working through the TIF 1 projects as well as the rest of the CIP for the Village and getting the projects into a easy to read/understand format. This is just the first draft and will be vetted through the budget process.
- Street Maintenance Plan
 - All of the summer street maintenance contracted work (crack sealing, chip sealing, microsurfacing, overlays, concrete maintenance) has been completed. Currently working on the draft maintenance plan for 2017.
 - There are several streets that were repaired this past summer that are still in the queue to be paved. These include Leyburn, Buska and Kathleen/E Monterey. The schedule for this paving should be next week, the contractor is behind schedule for the summer as a whole due to the weather.

- The rebuild of Jones St is underway. Due to this road being a low volume and rural street, we have been able to use this as a training opportunity for different staff members to use pieces of equipment they otherwise wouldn't be exposed to.
- Vehicle and Equipment Fleet Replacement
 - There is a request for consideration in the packet for a new utility van. This vehicle would essentially be the mobile office for one of our utility operators.
- Policy and Ordinance Development/Revisions
 - Need to get back to the Street Maintenance Packet for residents.
- Wage & Compensation Plan Advancement Guidelines – see item 5.
- Technology Integration
 - As mentioned above with the mobile technology, staff has mobile tablets and better access to maps as well as the ability to record real-time data for work completed.
- Implement/Improve Outreach/Public Education
 - As noted above, working on a street maintenance packet for the website as well as integration with a future newsletter.

3. BUDGET AND FINANCIAL PLAN STATUS.

- CIP is being updated.
- Street Maintenance plan is being updated for 2017 – 2020 for the budget process.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- All but one review is done with the 9 operations staff members in the street and fleet areas. I had the last one scheduled last week, but was unable to make it. Will get that completed by early next week and then will forward all review information to Administrator Guild.

5. PERFORMANCE AND METRICS.

- Continue to work with K Donner and the Operations Foreman on the Wage and Compensation Matrix, specifically how one moves up the ladder as well as horizontally. Once completed staff should have a clear picture of what needs to be accomplished in order to move through the steps and grades of the various positions. This task should be completed by this fall so staff can better understand how they fit into the organization heading into the Pay For Performance plan. This topic has come up in almost every review with staff as they're looking for more clarity on how this system will work.

6. COMMUNITY FEEDBACK

- The regular calls about drainage and potholes have come through. There have also been some inquiries regarding the extension of sewer and water near Ross and Schoonover as well as on Howland near the Heritage Hills Subdivision.

7. IDENTIFIED NEEDS.

- While attending the American Public Works Association Conference in Minneapolis I went to a session presented by members of the Minnesota Local Road Research Board and they have developed a tool (a formatted Excel file) that helps communities identify their funding gaps for streets. I've worked with this tool a little bit over the past month and the gap we have is still fairly significant from what we're spending to what we should be spending. To realistically take care of our roads in a sustainable proactive manner we need to be spending almost \$1,000,000 more a year on streets. I know this isn't realistic at this time, but is a goal we should work towards before that number becomes even more.

8. NEW IDEAS & OPPORTUNITIES.

- Cooperation amongst the traditional departments of Parks, Streets and Utilities continues to improve. We're working on ensuring we're utilizing our manpower in the best ways possible. We're still finding that we're coming up short though in some areas as priorities for one department means manpower isn't available in another area to complete a task that should be done as well.

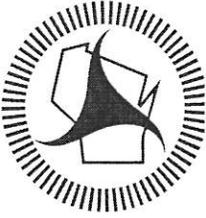
9. MISCELLANEOUS COMMENTS / ISSUES.

- I attended the Turnout for Transportation meeting on 9/29 with K Donner and President Ermeling. It was apparent that we're in the same boat as all of our fellow communities where there just isn't enough funding for transportation needs. As Keith and I both noted at the meeting, the biggest issue isn't necessarily funding for big capital projects (while that is a concern) the bigger problem lies with having enough money for routine maintenance efforts. If we don't properly maintain the roads, then we will have more needs for the large capital projects.

One of the reasons for having the meeting was to see what the needs are and if there is/are any suggestions for how to properly fund transportation moving forward. There seemed to be an overall consensus that the gas tax should increase, then after that there were various suggestions about increasing registration fees, no longer allowing exemptions on agricultural fuel, allowing municipalities to utilize a local sales tax, setting up toll booths, getting rid of levy limits to allow communities to properly raise taxes to cover transportation needs, and utilizing a vehicle miles travelled fee on vehicles.

I'm not sure if any of those will be implemented, but it seemed clear that bonding and borrowing are not long-term sustainable solutions and most people feel it is time to just raise taxes, primarily the gas tax so the users of the system are the ones paying for the maintenance and operation of it.

- I received a letter (copy attached) from the state letting us know that the Southwest Neighborhood Multi-Use Path project was not selected for Transportation Alternatives Program (TAP) funding this cycle. The DOT received 69 projects and awarded 33 of them, so just under half of the projects received funding. We will continue to seek out opportunities to get this project funded.



Wisconsin Department of Transportation

www.dot.wisconsin.gov

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tanya2.iverson@dot.wi.gov

September 7, 2016

Michael Wodalski, Deputy Director of Public Works
Village of Weston
5500 Schofield Ave.
Weston, WI 54476

Dear Mr. Wodalski:

Re: Southwest Neighborhood Multi-Use Path

Thank you for your interest in the Wisconsin Department of Transportation (WisDOT) Transportation Alternatives Program (TAP). The TAP Selection Committee, which consists of staff from WisDOT, Wisconsin Department of Natural Resources, Wisconsin Department of Public Instruction, Wisconsin Bike Fed, Safe Kids Wisconsin, and the Wisconsin Counties Association, reviewed and ranked project applications and made final recommendations to the WisDOT Secretary. Based on your project's ranking, we are unable to fund your project at this time.

This was a very competitive application process, with WisDOT initially receiving 69 eligible applications for a total program request of \$36 million in TAP funds. WisDOT was able to award 33 projects and approximately \$15 million in TAP funding this program cycle.

We encourage your community to act upon the interest and momentum that resulted in your submission of the TAP application. Communities can learn more about alternative WisDOT funding sources for local governments at <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/default.aspx>. The department anticipates beginning the next TAP cycle in calendar year 2017, at which time WisDOT will notify municipalities regarding availability of application materials, the schedule of informational meetings and other important dates and deadlines.

Please call (608)266-2574 or tanya2.iverson@dot.wi.gov if you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tanya Iverson".

Tanya Iverson
WisDOT Statewide Multimodal Program Manager

cc: Shannon Riley, WisDOT DTSD North Central Region
Keith Donner, Director of Public Works, Village of Weston

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

October 3, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – F.12.**



Village of Weston, Wisconsin
Report for the month of September 2016
MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PUBLIC WORKS & UTILITIES

Monthly Department Briefer #2016-08
Keith Donner, Director of Services
Monday, October 3rd, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- I attended the “Turnout for Transportation” town hall meeting at the Marathon County Courthouse on Thursday, 9/29, along with Deputy Director, Wodalski and President Ermeling. This was an event that was mirrored in all counties of the state intended to call attention to the need for street/highway maintenance funding throughout the state. There were approximately 70 people in attendance representing municipalities and (mainly) townships in Marathon County. The overwhelming sentiment seems to be that state and federal government needs to provide us more resources. At the risk of being on a soapbox, my sentiment is that we need to stop thinking that local transportation problems will be solved (at least entirely) from Madison or Washington, D.C.. There needs to be more tools provided to local governments, such as, elimination of property tax levy limits, vehicle registration fees, sales tax revenue, etc, to, hopefully, preserve local streets.
- Marathon County – Administrator Guild gave presentation about proposed new recreation development to Marathon County and City of Wausau Park Commission. Also gave presentation to Marathon County Library board re: facilities evaluation and replacement (partnering for library branch, and Infrastructure Committee (SE Quadrant)
-

2. STRATEGIC PLAN PROJECT STATUS.

- J. Higgins, M. Wodalski, S. Osterbrink, and K. Donner continue to collaborate as Services Division.
- Comprehensive Plan Update
 - Reviewed Chapters for TIF plan and Priorities for project implementation. Have updated TIF project plan, but still needs to be massaged.
 - Continuing to participate in periodic meetings with team from JSD Professional Services and J. Higgins, et. al. of Village re: SE Quadrant of STH 29/CTH X; a.k.a. “Camp Phillips at 29.”
 - Met with JSD and Village team re: infrastructure costs on 9/29.
- Transport Way/Weston Aven
 - Retained MiTech for preliminary wetland survey.
 - Prepared RFP for preliminary design of connecting street between Transport Way and Weston Ave and related. Recommendation of award to MiTech is on PIC and BOT agendas on 10/03.
 - Have received permission forms for survey and wetland delineation from Bruce Flora, Jason Blenker (4103 Weston Avenue), Gibbs family, Wausau Child Care, and Travis Hoerman.
- Strategies for Reduced Energy Consumption.
 - M. Wodalski coordinating LED street lights installation. Lights changed out as of end of August. d
- Water Rate Case
 - Greg Johnson of Ehlers met with staff on 7/27. Rate increase of approx. 15% is needed for current estimated O & M projects. Refinement needed to spread costs over multiple years, factor in capital,

and use of fund balance. Recommendations to be discussed at 10/12 Finance Committee meeting (Budget Workshop). Conference call set up with J. Cameron during week of 10/03.

- Workload and Labor Needs Analysis in Services Division
 - Services Division Management and Supervisory team worked on surge of workload to clean up medians in June & July. Wodalski is developing spreadsheet for annual schedule. Deficiency of manpower is most critical in early mowing season before seasonal help arrives and during water utility spring distribution system flushing.
- Infrastructure Master Plans
 - Construction in progress for Ross Avenue and Mesker-Colleen lift station replacements. Haas has been AWOL for about 1 month though.
 - R. Roth preparing RFP for sewer condition assessment.
 - Kueny submitted 4th (and final) revision of facilities evaluation as of 9/19.
 - Water Technology has submitted their report on the Aquatic Center.
 - CIP for infrastructure has been drafted for TIF project plan and Village overall plan. Still needs massaging.
- Policy and Ordinance Development/Revisions
 - Sewer Utility Ordinance update – MSA began work on 8/8.
- Wage & Compensation Plan Advancement Guidelines
 - Wodalski has obtained information regarding pay plan used by Lenexa and Manhattan, Kansas, for incorporation in Village pay plan.
- Technology Integration
 - K. Donner completing RFP for Automated Meter Reading and Advanced Metering Infrastructure (AMR/AMI). Updated estimate for full implementation with meter replacements is approx. \$1.7 M. Costs to be included in projected utility expenses for rate case analysis. Met with Derek Clayton of Johnson Controls on 9/22 re: possible partnering on project.
- Safety Manual Update and Training
 - Have discussed CPR and First Aid training with Brad Mroczenski and plan to conduct training in fall.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Water rate case and CIP will be completed in October. See #2 above.
- Worksheets distributed by Finance for 2017 operating budget preparation.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Continue to emphasize need to collaborate on maintenance needs affecting park and R.O.W. aesthetics in weekly scheduling meetings with Operations Foremen (Behnke, Skrzypchak, Borth), S. Osterbrink and M. Wodalski.
- Completed Utility team reviews in September.

5. PERFORMANCE AND METRICS.

- Meeting weekly with Administrator bi-weekly to discuss priorities.
- Working with Deputy Director Wodalski and staff on Wage and Compensation Plan training and competency matrix with goal of establishing advancement guidelines for Services Division Employees.

6. COMMUNITY FEEDBACK

- Sewer backups on Leyburn and at DCE High School.
- Responded to citizen inquiry about work on drainage system near Everest Avenue and Robin Street.
- Borth responded to water quality inquiries and obtained samples for PR follow-up.

7. IDENTIFIED NEEDS.

- Prepare letter affirming RCA/REU assessment for all properties in assessment district
- R.O.W. maintenance policy addressing limits of Village involvement and responsibilities of property owners.

8. NEW IDEAS & OPPORTUNITIES.

-

9. MISCELLANEOUS COMMENTS / ISSUES.

- Reviewed plat and infrastructure plans for Misty Pines Plat and forwarded requests for revisions to PGA team.
- DNR has asked all utilities to review their approved sites for lead and copper rule compliance sampling. This involves review of assessor's information re: single family home construction between 1/1/1983 and September 1984 to determine if Village has more sites of highest interest in monitoring for lead levels in water supply. Homes to be researched are those which were not on public water circa 1992/1993 and which have copper plumbing with lead based solder. Wehner asked to conduct data base research.
- Attended Wisconsin Section American Water Works Association annual meeting in Madison on September 14 and 15.