



Village of Weston, Wisconsin
MEETING NOTICE

- Meeting of: PROPERTY & INFRASTRUCTURE COMMITTEE
- Members: Ziegler {c}, Hubbard, Jensen, Mumper, Ostrowski
- Date/Time: Monday, December 5th @ 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 11/29/2016.

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, December 5, 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 11/07/2016.](#)
 - 6. [Water/Sewer Permits LCON-11-16-7175 & LCON-11-16-7176.](#)
- E. Business Items for consideration, discussion, and action.
 - 7. [Proposed 2017 Water Utility Budget.](#)
 - 8. [Sewer Rate Review by MSA.](#)
 - 9. [No Fault Sewer Back-up Insurance.](#)
 - 10. [Proposed 2017 Sewer Utility Budget.](#)
 - 11. [Proposed 2017 Storm Water Utility Budget.](#)
 - 12. [Surface Maintenance Review.](#)
- F. Reports.
 - 13. [Deputy Director, Public Works.](#)
 - 14. [Director of Public Works and Utilities.](#)
 - 15. Administrator.
- G. Remarks from Committee; discuss items to be included for the next Property & Infrastructure Committee agenda.
- H. Set next meeting date for **Tentative Monday, January 9th, 2017.**
- I. Announcements.
- J. Adjourn.

WITNESS: My signature this 2nd day of December, 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 12/02/2016. 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**

December 5, 2016

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



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE
Monday, November 7, 2016, at 4:30 p.m.

A. Opening of Session.

1. Meeting called to order by Chairman Ziegler at 4:34 p.m.
2. Clerk will take attendance and roll call.

Roll call indicated 3 Property & Infrastructure Members present.

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

Village staff present were DPW Keith Donner, Michael Wodalski, and Donna Van Swol. Diane Thoun from Clark Dietz. Board member present was Loren White.

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 10/03/2016.

****M/S/P Jensen/Mumper: to approve the minutes from the meeting of October 3, 2016 as presented.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

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

6. Water/Sewer permits LCON-10-16-7074 & LCON-10-16-7122.

M/S/P Jensen/Mumper: to approve water/sewer permits LCON-10-16-7074 & LCON-10-16-7122.

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

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

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

- 7. Approve Resolution No. 2016-018 recommending to file for a water rate increase with the Public Service Commission of Wisconsin.** Donner reported on October 12, Jon Cameron, of Ehlers made a presentation to the Village Board members regarding the recommended rate increase for the Water Utility. A link was included with the meeting materials of the presentation made by Ehlers. It included the Water Utility's operating budgets over the last several years. We started out using 2016 as the test year but are now looking at using 2017 as our test year for our rate case evaluation. The PSC will factor in what capital improvements we have planned for the coming year (2017). Even though we have capital improvements planned beyond 2017 the PSC will only allow for projects that we have commitments to spend the money on or have already spent the money before we can earn rates for it. Going into 2017 the major expense we are planning on is to move forward with the automated meter reading project. Our best estimate is \$1.8M for this project to implement village wide. This would require a new meter and transmitter at each customer's location and a fixed based meter reading technology at one or multiple locations. We currently read meters on staggered billing quarters so one-third of the meters are read monthly. It typically takes two employees about one week to read meters each month. Ultimately we eventually plan to go to monthly billing as our utility bills become a little more costly. It will allow customers to budget better and we can provide other payment options.

In 2017 we plan to design well number 7 on Camp Phillips Road. It will also include a well site investigation and water supply need study to justify the construction of well 7. In 2018 and 2019 we are planning for an iron and manganese removal system for Bloedel well. We are projecting a $\pm 15\%$ rate increase for the Water Utility. We have not had a rate increase since 2009 for the Water Utility. In the future we plan to apply for a simplified rate case more frequently so we don't need such a large increase at one time. We are currently in the lower quartile of the PSC water rates in Marathon County. With the anticipated rate increase we will go up one level but we would still be in the lower 50% of water rates countywide.

Mumper questioned what would happen to the meter reading position. Donner explained eliminating the manual part of meter reading would allow us to allocate our labor to other areas.

****M/S/P Mumper/Ziegler: to recommend to the Board of Trustees to approve Resolution No. 2016-018 to file for a water rate increase with the Public Service Commission of Wisconsin.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

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

- 8. Approve Resolution No. 2016-019 to consider refinancing 2006 water utility revenue bonds and issue a revenue bond for the 2017 Automated Meter Reading Project.**

****M/S/P Jensen/Mumper: to recommend to the Board of Trustees to approve Resolution No. 2016-019 to consider refinancing 2006 water utility revenue bonds and issue a revenue bond for the 2017 Automated Meter Reading Project.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

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

- 9. Approve Resolution No. 2016-020 to proceed with planning for the Well #7 project and apply for a safe drinking water fund loan for the project in 2018.**

****M/S/P Ziegler/Mumper: to recommend to the Board of Trustees to approve Resolution No. 2016-020 to proceed with planning for the Well #7 project and apply for a safe drinking water fund load for the project in 2018.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

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

- 10. Approve Resolution No. 2016-021 to annually evaluate all the revenue requirements of the water utility to maintain minimum cash balances and apply for rate increases as necessary to maintain the benchmark rate of return as allowed by the Public Service Commission of Wisconsin.**

****M/S/P Mumper/Jensen: to recommend to the Board of Trustees to approve Resolution No. 2016-021 to annually evaluate all the revenue requirements of the water utility to maintain minimum cash balances and apply for rate increases as necessary to maintain the benchmark rate of return as allowed by the Public Service Commission of Wisconsin.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

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

- 11. Discussion on Capital Improvement Plan for 2017 thru 2021.** Donner reported Wodalski had outlined on a map and listed, by year, areas we plan to have capital improvements over the next five year. We are mindful of getting a second river crossing to serve the area on the north side of the Eau Claire River. Donner pointed out there was a neighborhood (River Bend and Powers

Subdivisions) that we met with in 2003 - 2005 regarding potential future water and sewer service in areas that have private well and septic systems. Residents from this neighborhood perceive that they “voted out” extension of water and sewer at a future date. When these meetings were held with the residents they were told if a project (either a subdivision or a village project) were proposed in the future ultimately their neighborhoods could be impacted. Wodalski briefly summarized the proposed projects for years 2017 – 2021.

12. Discussion on the extension of utility service to currently unserved areas. Donner reviewed areas throughout the village that do not have public water and sewer. These locations are areas just outside the current served area. We routinely get questions asking when properties may get water and sewer service. Included with the meeting materials was a link with a report showing all the areas that were surveyed regarding water and sewer systems. In 2009 the State required all Counties to update all their information related to private septic systems. The process began by simply looking at systems when homes sold. All counties must evaluate all properties and make sure the private septic systems meet current engineering standards.

13. Discussion on facilities improvement plan and space needs analysis. Donner reported at the Village Board and Finance Committee meeting of October 26 he gave a summary of the facilities evaluation studies completed by Kueny Architects for the municipal buildings, safety building, parks buildings, and Water Technologies for the aquatic center. The municipal facility is outdated and needs to be replaced. The study includes relocating the park offices to the municipal center and relocating municipal court to the municipal center. Upgrade the safety building (larger and more secure evidence room, larger armory, shower/locker rooms, HVAC system upgrade, exhaust removal and floor drain in apparatus bay, and relocate the Town offices out of the building). We currently have inadequate shop facilities. The municipal office would be the approximate size of the current footprint of the entire building. The aquatic center evaluation had recommendations for about \pm \$1M in improvements (new filter system, replace gutter system around the pool, ultra violet light disinfection system, replace pool heaters).

F. Reports.

14. Deputy Director, Public Works.

- Currently doing leaf and brush pick up and are about 2 – 3 days behind. We hope to make up some time when going through the second time.
- Last month the East Everest Avenue connection to the Ridgeview Subdivision was completed.
- Draft capital improvement plan was completed.
- In the process of finalizing sewer and water plans for Misty Pines Subdivision.
- Budget process went through the street maintenance plan. We need to have additional revenue to create a sustainable maintenance plan. We need to get about 10 – 12 miles maintained each year.
- Create a skills matrix as we move forward in the pay for performance for objective evaluating.
- Attended APWA conference in Janesville last Thursday and Friday. Gave a presentation on improving communication in public works.

15. Director, Public Works and Utilities.

- Working on a preliminary design for connecting street from Transport Way up to Weston Avenue to control access on Weston Avenue in the future. MiTech completed some preliminary wetland work. Met with Brad Marquardt and Jay Knoke from MiTech to discuss the goals of the project.
- Working with MSA as they are finalizing our sewer ordinance update. We are looking at a rate increase similar in magnitude to the water utility for the sewer utility.
- We have an RFP distributed for a comprehensive assessment for our wastewater collection system over multiple years. This follows Capacity, Management, Operation, and Maintenance

(CMOM) best practice for a wastewater collection system to maintain the integrity of the system.

- We are looking at hiring a new position where someone can devote more time to administrative needs for both water and sewer utility. This person will have some GIS capabilities to work with our databases.
- We had some sewer backups during 2016 that were disallowed. In most occurrences utilities in general are not found to be negligent. We have a quote from Spectrum Insurance for about \$27,000 for no fault sewer backup insurance for these events. (The committee did not appear to be interested in adding this coverage.)
- Donner has been in contact with Rothschild and PSC for a special rate when we need to switch to Rothschild water when Foremost well is down for maintenance.
- Talking with Schofield about an agreement for Ross Avenue sewer and the interdependence we have with them for the northwestern part of our system and the impact Crystal Finishing has and how this all ties in with the ordinance update with MSA.

16. Report from Administrator. None.

G. Communications and Recommendations from Committee Members.

H. Set next meeting date and discuss items for next agenda - Monday, December 5, 2016 @ 4:30 p.m.

I. Adjourn.

Ziegler adjourned the meeting at 5:57 p.m.

Donna Van Swol, Utility Clerk

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

December 5, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – D.6.**



Date	Permit Number	Applicant	Customer Name	Service Address	Plumbing Contractor
11/11/2016	LCON-11-16-7175	United Structures Inc	Crystal Finishing	3308 Concord Ave	Tito, Inc.
11/10/2016	LCON-11-16-7176	HSG Properties	HSG Properties	7208 Synergy Ct Unit D	Bauman Plumbing

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

December 5, 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: **APPROVAL OF PROPOSED 2017 WATER UTILITY BUDGET**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, MONDAY, DEC. 05, 2016
BOARD OF TRUSTEES, MONDAY, DEC. 05, 2016**

POLICY QUESTION: Should the Village of Weston approve the proposed 2017 operating budget for the Water Utility?

RECOMMENDATION TO: Approve the 2017 operating budget for the Water Utility as proposed by staff.

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
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: Rate review and recommendations by Ehlers discussed at 10/12 Budget Workshop and approved by Board of Trustees on 11/16.
<https://1drv.ms/f/s!AuGB5mKIII-OjBWn5H56aa2rxjFD>
Also discussed at 11/07 meeting of the Property & Infrastructure Committee

BACKGROUND: Proposed utility budget reflects the addition of a technical administrative position in 2017 to be split 50/50 with the sewer utility. Other major assumptions are noted in attached documents. Updated documents to be presented at meetings of 12/05/16.

- Attachments *1. Water utility operating budget trial balance. 2. Table of major expense items.*

Acct No	Account Description	2015 Pri Year Actual	08/31/2015 Prior year Actual	8/31/2016 Cur YTD Actual	2016 Approved Budget	2016 Estimated Actual	2017 Proposed Budget	2018 Financial Plan
60-00-46160-000-000	46160-000 GEN GOVT-NSF CHECK FEES	-113	-88	-63	-100			
60-00-46451-920-000	46451-920 METERED SALES-RESIDENTIAL	-821,228	-509,687	-513,890	-762,084	-821,228	-821,228	Water pumping to base system is at 103.5% of same period in 2014, projecting year end collectio
60-00-46451-921-000	46451-921 METERED SALES-COMMERCIAL	-279,104	-167,368	-142,666	-266,829	-279,104	-279,104	
60-00-46451-922-000	46451-922 METERED SALES-INDUSTRIAL	-279,553	-207,991	-226,370	-285,600	-265,575	-265,575	Foremost pumpage is down 4% for same period in 2014, projecting year-end collections at 95% c
60-00-46451-923-000	46451-923 METERED SALES-PUBLIC AUTHORITY	-62,312	-36,163	-33,178	-70,392	-66,356	-66,356	
60-00-46451-924-000	46451-924 METERED SALES-MISC/OTHER	0	0	-27	0	0	0	
60-00-46451-925-000	46451-925 OTHER SALES-PRIVATE FIRE PROTE	-44,081	-27,126	-27,770	-54,911	-49,496	-54,911	
60-00-46451-926-000	46451-926 OTHER SALES-PUBLIC FIRE PROTEC	-455,728	-290,874	-292,557	-455,490	-455,490	-455,490	
60-00-46451-927-000	46451-927 METERED SALES-MULTI-FAMILY	-165,730	-117,087	-104,466	-147,000	-165,730	-165,730	
60-00-46451-929-000	46451-929 UNMETERED SALES	-746	-746	-1,035	-2,000	-1,035	-2,000	
60-00-46452-930-000	46452-930 MISC REVENUE-FORFEITED DISCOUN	-4,460	-2,968	-2,730	-3,700	-2,730	-3,700	
60-00-46452-931-000	46452-931 MISC REVENUE-SALES TAXES	0	0	0	0	0	0	
60-00-46452-932-000	46452-932 MISC REV-PRIVATE WELL/ADD SAMP	-160	-160	-13	-200	-13	-200	
60-00-46452-933-000	46452-933 MISC REV-MISC BILLED SERVICES	-992	-912	-320	-2,000	-320	-2,000	
60-00-46452-934-000	46452-934 MISC REV-MISC SUPPLIES SOLD	-76	0	0	-100	0	-100	
60-00-46452-935-000	46452-935 MISC REVENUE-RECONNECTION FEES	-1,980	-1,280	-580	-1,200	-580	-1,200	
60-00-46452-939-000	46452-939 MISC REVENUE-ALL OTHER	0	0	0	0	0	0	
60-00-46453-000-000	46453-000 WATER SERVICE-ASSESSMENT CHECK	-3,130	-2,120	-2,310	-2,500	-2,310	-2,500	
60-00-46454-000-000	46454-000 WATER SERVICE-PERMITS	-420	-310	-240	-300	-240	-300	
60-00-46454-932-000	46454-932 MISC REV-PRIVATE WELL PERMITS	-4,688	-3,423	-1,955	-6,000	-1,955	-9,376	65 permits in 2015, 43 in 2016, 135 in 2017
60-00-46454-937-000	46454-937 MISC REV-PRIVATE WELL-UNSERVED	0	0	0	0	0	0	
60-00-46455-000-000	46455-000 WATER SERVICE-VACANT LOT CHARG	0	0	0	0	0	0	
60-00-46456-000-000	46456-000 WATER SERVICE-RENT FROM WATER	-8,580	-6,240	0	-19,000	0	0	
60-00-46456-936-000	46456-936 MISC REVENUE-METER RENTAL/HYDR	0	0	0	0	0	0	
60-00-46459-000-000	46459-000 WATER SERVICE-RETURN ON INVEST	-13,040	0	0	-16,550	0	-16,550	
60-00-48110-001-000	48110-001 INTEREST-INVESTMENTS	-119,575	-68,737	-7,263	-60,000	-100,000	-100,000	
60-00-48110-009-000	48110-009 INTEREST-MARKET VALUE ADJUST.	0	-5,564	0	0	0	0	
60-00-48130-000-000	48130-000 INTEREST-SPECIAL ASSESSMENTS	-1,315	0	0	-1,000	0	-1,000	
60-00-48300-000-000	48300-000 GAIN/LOSS ON SALE OF EQUIP/PRO	0	0	0	0	0	0	
60-00-48307-000-000	48307-000 SALE OF EQUIP/PROP-RECYCLING M	0	0	0	0	0	0	
60-00-48309-000-000	48309-000 SALE OF EQUIPMENT-ALL OTHER	0	0	0	0	0	0	
60-00-48440-000-000	48440-000 INS RECOVERIES-ALL OTHER EQUIP	0	0	0	0	0	0	
60-00-48550-941-000	48550-941-947 CAPITAL CONTRIBUTIONS-MUNICIPA	0	0	0	0	0	0	
60-00-48550-942-000	48550-941-947 CAPITAL CONTRIBUTIONS-FEDERAL/	0	0	0	0	0	0	
60-00-48550-946-000	48550-941-947 CAPITAL CONTRIBUTIONS-CUSTOMER	0	0	0	0	0	0	
60-00-48550-947-000	48550-941-947 CAPITAL CONTRIBUTIONS-DEVELOPE	0	0	0	0	0	0	
60-00-48921-000-000	48921-000 OTHER MISC REVENUE-ENTERPRISE	-800	-800	0	0	0	0	
		-2267811	-1449644	-1357433	-2156956	-2212162.35	-2247320.35	0
60-00-53710-120-000	53710-120 HOURLY WAGES-REGULAR	0	0	0	0			
60-00-53710-121-000	53710-121 HOURLY WAGES-CALL TIME	0	0	0	0			
60-00-53710-122-000	53710-122 HOURLY WAGES-OVERTIME	0	0	0	0			
60-00-53710-138-000	53710-138 STANDBY DUTY PAY	0	0	0	0			
60-00-53720-122-000	53720-122 HOURLY WAGES-OVERTIME	0	0	0	0			
60-00-53750-120-000	53750-120 HOURLY WAGES-REGULAR	0	0	0	0			9360
60-03-53710-120-000	53710-120 HOURLY WAGES-REGULAR	1,049		490	1,500	1,500	1,530	
60-03-53710-121-000	53710-121 HOURLY WAGES-CALL TIME	46		0	50	50	51	
60-03-53710-122-000	53710-122 HOURLY WAGES-OVERTIME	34		0	200	200	204	
60-03-53710-123-000	53710-123 HOURLY WAGES-RETROACTIVE PAY	0		0	0	-	-	
60-03-53710-138-000	53710-138 STANDBY DUTY PAY	2,349		3,069	4,680	4,680	4,774	Increased to \$180.00 per week split 50-50 with sewer in 2016.
60-03-53710-220-000	53710-220 PURCHASED WATER	21,385		0	20,000	5,000	20,000	Anticipate maintenance event at Foremost in 2017. Small event in September 2016
60-03-53710-245-000	53710-245 Do not use-Reclass for PSC Rpt	0		0	0			
60-03-53710-245-603	53710-245(603) REPAIRS/MAINT - MISC EXP	4,690		2,032	4,000	4,690	5,000	Lawn mowing
60-03-53710-245-614	53710-245(614) REPAIRS/MAINT - WELLS & SPRING	11,795		0	25,000	17,500	35,000	Bloedel well in 2016, Maintenance event at Foremost and Rippling Creek anticipated in 2017,
60-03-53710-245-616	53710-245(616) REPAIRS/MAINT-SUPPLY MAINS	0		0	0			
60-03-53710-247-000	53710-247 Do not use-Reclass for PSC Rpt	0		0	0			
60-03-53710-247-611	53710-247(611) REPAIRS/MAINT-STRUCTUR/IMPOV	725		12,083	10,000	12,083	10,000	Paint Wellhouse piping - Foremost, Alta Verde, Rippling Creek, Bloedel, Sternberg, Mesker
60-03-53710-255-000	53710-255 Do not use-Reclass for PSC Rpt	0		0	0			
60-03-53710-255-617	53710-255(617) REPAIRS/MAINT-MISC PLANT	0		0	0			
60-03-53710-290-000	53710-290 OTHER OUTSIDE CONTRACTED SERVI	8,562		0	5,000	1,000	5,000	
60-03-53710-349-000	53710-349 OPERATING SUPPLIES-ALL OTHER	100		0	0			
60-03-53720-120-000	53720-120 HOURLY WAGES-REGULAR	26,042		15,744	27,000	27,000	27,540	
60-03-53720-121-000	53720-121 HOURLY WAGES-CALL TIME	271		95	400	400	408	
60-03-53720-122-000	53720-122 HOURLY WAGES-OVERTIME	11,834		5,446	10,500	10,500	10,710	
60-03-53720-123-000	53720-123 HOURLY WAGES-RETROACTIVE PAY	0		0	0	-	-	

60-03-53720-125-000	53720-125	TEMPORARY WAGES-REGULAR	0	0	0	-	-	
60-03-53720-221-000	53720-221	WATER & SEWER	3,789	1,580	3,500	3,500	4,025	
60-03-53720-222-000	53720-222	ELECTRICITY	88,593	51,892	125,500	119,780	77,838	Overall, pumping in 2016 is trending 3.5% above 2015.
60-03-53720-224-000	53720-224	NATURAL GAS	3,830	2,129	7,000	3,650	3,194	
60-03-53720-225-000	53720-225	TELEPHONE	0	0	0			
60-03-53720-242-000	53720-242	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53720-242-633	53720-242(633)	REPAIRS/MAINT - PUMPING EQUIP	2,494	1,242	61,288	53,282	35,000	Pumping equipment replacement at Bloedel in 2016. Like expenses anticipated in 2017. Control
60-03-53720-247-000	53720-247	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53720-247-631	53720-247(631)	REPAIRS/MAINT - STRUCT/IMPROV	68	0	15,000	0	15,000	Wellhouse roof repairs or replacements at Foremost and Water Treatment Plant in 2017?
60-03-53720-255-000	53720-255	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53720-349-000	53720-349	OPERATING SUPPLIES-ALL OTHER	1,262	1,017	2,500	1,262	2,500	6.00354E+14
60-03-53720-351-000	53720-351	REPAIR/MAINT SUPPLIES-GASOLINE	215	0	350			
60-03-53730-120-000	53730-120	HOURLY WAGES-REGULAR	9,636	5,091	10,326	10,326	10,533	
60-03-53730-121-000	53730-121	HOURLY WAGES-CALL TIME	54	48	125	125	128	
60-03-53730-122-000	53730-122	HOURLY WAGES-OVERTIME	5,083	4,208	5,800	5,800	5,916	
60-03-53730-123-000	53730-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0	0	-	
60-03-53730-125-000	53730-125	TEMPORARY WAGES-REGULAR	0	0	0	0	-	
60-03-53730-221-000	53730-221	WATER & SEWER	301	154	375	231	236	
60-03-53730-222-000	53730-222	ELECTRICITY	22,492	13,231	0	22,492	22,942	
60-03-53730-224-000	53730-224	NATURAL GAS	1,653	899	3,000	1,653	1,686	
60-03-53730-255-000	53730-255	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53730-255-652	53730-255(652)	REPAIRS/MAINT-TREATMENT EQUIP	439	905	24,000	1500	40000	Replacement of chemical feed pumps at all well houses
60-03-53730-290-000	53730-290	OTHER OUTSIDE CONTRACTED SERVI	0	0	0			
60-03-53730-294-000	53730-294	WATER TESTING SERVICES	6,343	1,931	10,000	5,000	10,000	
60-03-53730-314-000	53730-314	SMALL EQUIPMENT	3,522	0	1,000	0	1,000	
60-03-53730-349-000	53730-349	OPERATING SUPPLIES-ALL OTHER	693	1,284	2,000	2,000	2,000	
60-03-53730-366-000	53730-366	OTHER SUPPLIES-CHEMICALS	145,168	70,139	155,000	162,000	170,100	
60-03-53730-390-000	53730-390	OTHER SUPPLIES-ALL OTHER SUPPL	0	0	0			
60-03-53731-120-000	53731-120	HOURLY WAGES-REGULAR	1,676	428	1,000	1,000	1,020	
60-03-53731-121-000	53731-121	HOURLY WAGES-CALL TIME	570	48	0	0	-	
60-03-53731-122-000	53731-122	HOURLY WAGES-OVERTIME	419	36	100	100	102	
60-03-53731-123-000	53731-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0	0	-	
60-03-53731-125-000	53731-125	TEMPORARY WAGES-REGULAR	0	0	0	0	-	
60-03-53731-242-000	53731-242	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53731-245-000	53731-245	ERROR	0	0	0			
60-03-53731-247-000	53731-247	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53731-247-651	53731-247(651)	REPAIRS/MAINT-STRUCT/IMPROV	129	7,577	1,500	7,577	20,000	6,700 painting of piping at Water Treatment Plant 2016, Roof repairs 2017?
60-03-53731-255-000	53731-255	ERROR	0	0	0			
60-03-53731-311-000	53731-311-349	POSTAGE & BOX RENTAL	0	0	0			
60-03-53731-314-000	53731-311-349	SMALL EQUIPMENT	0	0	0			
60-03-53731-349-000	53731-311-349	OPERATING SUPPLIES-ALL OTHER	0	0	0			
60-03-53731-351-000	53731-351	REPAIR/MAINT SUPPLIES-GASOLINE	0	0	0			
60-03-53739-120-000	53739-120	HOURLY WAGES-REGULAR	332	252	400	400	408	
60-03-53739-121-000	53739-121	HOURLY WAGES-CALL TIME	0	0	0	0	-	
60-03-53739-122-000	53739-122	HOURLY WAGES-OVERTIME	18	40	0	0	-	
60-03-53739-151-000	53739-151	SOCIAL SECURITY	0	0	0			
60-03-53739-152-000	53739-152	RETIREMENT-ER/EE SHARE	0	0	0			
60-03-53739-154-000	53739-154	HEALTH INSURANCE	0	0	0			
60-03-53739-156-000	53739-156	WORKER'S COMP INSURANCE	0	0	0			
60-03-53739-167-000	53739-167	POST EMPLOYEE HEALTH	0	0	0			
60-03-53740-120-000	53740-120	HOURLY WAGES-REGULAR	230	0	150	150	153	
60-03-53740-121-000	53740-121	HOURLY WAGES-CALL TIME	0	0	0	0	-	
60-03-53740-122-000	53740-122	HOURLY WAGES-OVERTIME	0	0	0	0	-	
60-03-53740-123-000	53740-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
60-03-53740-125-000	53740-125	TEMPORARY WAGES-REGULAR	0	0	0			
60-03-53740-157-000	53740-157	EMPLOYEE EDUCATION & TRAINING	0	0	0			
60-03-53740-222-000	53740-222	ELECTRICITY	3,323	1,600	2,500	2,500	2,500	
60-03-53740-225-000	53740-225	TELEPHONE	703	992	1,200	1,200	1,200	
60-03-53740-245-000	53740-245	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53740-245-661	53740-245(661)	Repair/Maint Storage Facilitie	2,790	1,073	2,000	2,000	2,000	
60-03-53740-245-662	53740-245(662)	Outside Contract -T& D Exp	0	0	500			
60-03-53740-247-000	53740-247	REPAIRS/MAINT-BUILDINGS	0	0	0			
60-03-53740-250-000	53740-250	ERROR	0	0	0			
60-03-53740-251-000	53740-251	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53740-252-000	53740-252	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53740-253-000	53740-253	Do not use-Reclass for PSC Rpt	0	0	0			
60-03-53740-290-000	53740-290	Do not use-Reclass for PSC Rpt	0	0	0			

Higher dollar value items in water utility operating budget for 2016

Water Utility Operating Budget

Account Description	Account Number	2016 Budget	Description	Priority	Revised Estimates		Additional Proposal
					2016	2017	
			Water quality study, (Process Research Solutions); Water Supply Study and Well 7				
Administrative Expense, Architectural & Engineering Fees		75,000	Design, Miscellaneous, Utility Ordinance	A	25,000	125,000	
Administrative Expense, Other Outside Contracted Services		10,500	Water rate case preparation and filing, Ehlers	A	10,500	7,500	
Administrative Expense, Regulatory Commission Fees		5,000	Water rate case review, PSC	A	5,000	3,000	
Transmission & Distribution, Maintenance of Fire Hydrants		-	Fire hydrant painting/maintenance	B			30,000
Pumping Expenses, Maintenance of Pumping Plant		14,800	Wellhouse piping painting	B			Propose painting by outside contractor Completed in 2016
Source of Supply, Maintenance of Structures & Improvements		10,000	Wellhouse roof repairs	A	10,000		
Source of Supply, Maintenance of Wells & Springs		25,000	Well rehabilitation - Rippling Creek, Foremost Pumping Equipment repairs - Rippling Creek, Foremost; Electrical Control Upgrades at Alta Verde and Water Treatment Plant	A	17,500	35,000	Budgeting for the contingency of :
Pumping Expenses, Maintenance of Pumping Equipment		61,288	Verde and Water Treatment Plant	A	53,282	35,000	Budgeting for the contingency of :
Water Treatment, Repairs/Maint of Treatment Equipment		24,000	Chemical Feed Pump replacements - all sites	A		35,000	-
Transmission & Distribution, Hydrant Maintenance		6,400	Intern for utility maintenance	B		6,400	
Add Utility Technician Position at \$35/hr 1/2 Sewer and 1/2 Water + 40% benefits		0					50,960
Administrative Expense, Registration Fees		2,000	Possible attendance for utility personnel at AWWA, National Conference in Philadelphia, PA	B			1,000
Administrative Expense, Commercial Travel Expense		300	Possible attendance for utility personnel at AWWA, National Conference in Philadelphia, PA	B			1,000
Administrative Expense, Lodging		1,800	Possible attendance for utility personnel at AWWA, National Conference in Philadelphia, PA	B			1,800
		<u>231,988</u>			<u>121,282</u>	<u>246,900</u>	<u>84,760</u>

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

December 5, 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: **SEWER RATE REVIEW BY MSA PROFESSIONAL SERVICES**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, MONDAY, DEC. 05, 2016
BOARD OF TRUSTEES, MONDAY, DEC. 05, 2016**

POLICY QUESTION: **Should the Village of Weston follow recommendations made by MSA regarding rates charged by the sewer utility?**

RECOMMENDATION TO: **Acknowledge recommendations made by MSA regarding rates charged by the sewer utility for further consideration by the Board of Trustees.**

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

PRIOR REVIEW: **Staff**

BACKGROUND: MSA Professional Services was retained in 2016 to update the Village's sewer user ordinance and review rate needs. Weston staff has furnished MSA with background detail for the sewer rate review. MSA submitted a preliminary report on the rate review which is currently being edited based on feedback from Village staff. An updated report from MSA is expected to be submitted prior to the meetings of Monday, December 5, 2016

- Attachments *1. Preliminary report from MSA on Weston sewer rate review.*

2017 Rate Study Update

**Village of Weston Public Works
and Utilities Department
Weston, WI**

Project No. R09366005.0

November 2016

2017 Rate Study Update

**Village of Weston Public Works and Utilities Department
Weston, WI**

Project No. R09366005.0

Prepared by:

MSA Professional Services, Inc.
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- APPENDIX B Capital Improvement Plan Excerpt

I. INTRODUCTION AND SUMMARY

A. Introduction

The Village of Weston ~~Public Works and~~ Utilities Department (“the Utility”) is responsible for the maintenance of the Village and Utilities infrastructure and facilities. This includes over 100 miles of water and sewer mains ~~as well as almost 300 lane miles of streets.~~ The rates have been updated periodically to reflect the changes in costs, customers and loadings. Rates were last increased at the beginning of 2015. This 2017 Rate Study Update is based on data from 2004-2015, 2016 year to date, and projections from 2016 to yield 2017 rates necessary to meet the projected expenses. The recommended rate increases also accommodate the current Utility Capital Improvement Plan (“CIP”).

B. Summary of Rate Study

Factors such as economy, weather, and record cold/heat all impact the constituent customers of the Utility. **Table 1** shows the revenue and expense summary used to calculate the 2017 rates. **Table 2** shows the rate summary and projections. A detailed listing of the proposed budget and the budget allocation is located in **Appendix A**. In addition the current Capital Improvement Plan is excerpted for reference in **Appendix B**.

TABLE 1 – REVENUE AND EXPENSE SUMMARY

ITEM	2004	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (est.)	2017
REVENUES												
Metered Sales	1,494,706	1,639,567	1,675,282	1,689,662	1,699,424	1,731,141	1,742,234	1,792,746	1,768,474	1,971,261	1,942,117	1,876,028
All other Sources	176,602	339,679	297,057	298,335	192,959	422,414	206,608	(122,345)	448,415	230,441	138,988	139,138
TOTAL REVENUES	1,671,308	1,979,246	1,972,339	1,987,997	1,892,383	2,153,555	1,948,842	1,670,401	2,216,889	2,201,702	2,081,105	2,015,166
EXPENSES												
Operation and Maintenance	91,979	148,886	172,513	174,292	212,516	133,055	142,986	147,000	229,767	253,280	233,166	370,101
Administration	164,633	161,005	165,313	158,936	168,944	175,791	165,342	157,602	146,546	166,480	246,377	254,619
Payment in Lieu of Taxes	3,554	4,525	4,630	5,153	5,384	5,945	6,127	6,288	6,733	7,778	8,000	9,000
Depreciation	524,472	634,863	651,697	651,565	656,002	677,465	675,058	675,284	654,381	656,409	660,000	660,000
RMMSD O & M Expenses	503,113	527,697	643,426	610,173	656,150	500,009	436,897	520,584	510,262	605,086	692,000	707,133
RMMSD Debt Expenses		56,493	67,438	59,321	101,468	77,993	72,763	-	-	-	-	-
Schofield (Wausau) Treatment Charges	60,955	39,690	67,023	79,583	67,959	73,554	88,056	99,785	154,171	109,893	107,989	120,882
Debt Service Expenses	281,949	250,199	156,425	194,598	181,812	171,198	158,419	146,669	133,326	119,680	112,010	93,010
TOTAL EXPENSES	1,630,655	1,823,358	1,928,465	1,933,621	2,050,235	1,815,010	1,745,648	1,753,212	1,835,186	1,918,607	2,059,542	2,214,745
Net Revenues (Loss)	40,653	155,888	43,874	54,376	(157,852)	338,545	203,194	(82,811)	381,703	283,095	21,563	(199,579)

Credit: Donna Van Swol

TABLE 2 – WESTON SEWER RATE SUMMARY AND PROJECTIONS

YEAR	2015	2016	2017	2018	2019	2020	2021	2022
COLA (1.5% increase/year)				1.015	1.015	1.015	1.015	1.015
Additional Loan, Payments added each year and continuing:				\$72,874	\$90,267	\$108,290	\$53,390	-\$315,784
Loan Notes:				Assume STFL	Assume CWF or other loans at approx 2% interest			Old loan reduced
Actual or Projected Total Expenses	\$ 1,918,607	\$ 2,059,542	\$ 2,300,000	\$ 2,407,374	\$ 2,533,752	\$ 2,680,048	\$ 2,773,639	\$ 2,499,460
Projected Non-operating (Other) Income =	\$ 230,441	\$ 138,988	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Required Operating Revenue from metered sales =	\$ 1,971,261	\$ 1,920,554	\$ 2,170,000	\$ 2,277,374	\$ 2,403,752	\$ 2,550,048	\$ 2,643,639	\$ 2,369,460
Base Charge, Quarterly, 5/8" Meter =	\$ 28.50	\$ 28.50	\$ 32.50	\$ 33.48	\$ 34.48	\$ 35.51	\$ 36.58	\$ 37.68
Estimated Revenue from Base Charges =	\$ 776,805	\$ 790,260	\$ 901,174	\$ 928,209	\$ 956,055	\$ 984,737	\$ 1,014,279	\$ 1,044,707
Required Revenue from Volume Charges =	\$ 1,194,456	\$ 1,130,294	\$ 1,268,826	\$ 1,349,165	\$ 1,447,697	\$ 1,565,312	\$ 1,629,360	\$ 1,324,752
Volume Charge Per 1,000 =	\$ 3.00	\$ 3.00	\$ 3.50	\$ 3.61	\$ 3.71	\$ 3.82	\$ 3.94	\$ 4.06
Volume ('000, Based on 2016 estimated flow) =	405,737	398,600	398,600	398,600	398,600	398,600	398,600	398,600
Estimated Revenue from Volume Charges =	\$ 1,217,211	\$ 1,195,800	\$ 1,395,100	\$ 1,436,953	\$ 1,480,062	\$ 1,524,463	\$ 1,570,197	\$ 1,617,303
Revenue Excess (Shortfall) from Metered Sales =	\$ 52,654.00	\$ 65,506.00	\$ 126,273.68	\$ 87,787.95	\$ 32,364.88	\$ (40,848.10)	\$ (59,162.63)	\$ 292,550.77
Rate Increase Overall =			16.7% vol; 14% Meter	3%	3%	3%	3%	3%

Note: Televising is at 100K during 2017 and will not continue at that rate; Assume that 100K can be used to accommodate the Main Oversizing and Annual Manhole Rehab on CIP list and all other costs are capitalized with typ CWF subsidized loan 'or equal'

TABLE 3 – WESTON SEWER CIP LOAN ASSUMPTIONS

YEAR:	2016	2017	2018	2019	2020	2021
Assume Interest rate of		3.700%	2%	2%	2%	2%
New Loan Principal Amount		\$ 600,000	\$ 1,476,000	\$ 1,770,700	\$ 873,000	\$ 723,000
Term		10	20	20	20	20
Annual Payment		\$ 72,874	\$ 90,267	\$ 108,290	\$ 53,390	\$ 44,216
		(STFL)	(CWF)	(CWF)	(CWF)	(CWF)

II. 2017 RATES

A. Assumptions:

1. Number of Meter Equivalents stays the same at 6,932
2. 2016 Estimated Flow is used without change for the projection at 398,600 thousand gallons per year.
3. Cost of Living Adjustment is minimal at 1.5% per year, so Expenses are multiplied by 1.015 to project new expenses.
4. CIP expenses are financed at levels shown in **Table 3** assuming a possible CWF loan at 2% or other market vehicle for financing and the term except for 2017 is 20 years.
5. The loans are additive.
6. The current loan is retired in 2021 and the new loans would amount to approximately an equal payment by 2021.
7. A significant rate increase occurs at the beginning of 2017 and additional small increases occur each year following.
8. Assume Non-Operating Income at a steady \$130K/year.

B. Rate Schedule:

TABLE 4 – WESTON PROPOSED RATE SCHEDULE

YEAR	2015	2016	2017	2018	2019	2020	2021	2022
Base Charge, Quarterly, 5/8" Meter =	\$ 28.50	\$ 28.50	\$ 32.50	\$ 33.48	\$ 34.48	\$ 35.51	\$ 36.58	\$ 37.68
Volume Charge Per 1,000 =	\$ 3.00	\$ 3.00	\$ 3.50	\$ 3.61	\$ 3.71	\$ 3.82	\$ 3.94	\$ 4.06
Rate Increase Overall =			16.7% vol, 14% Meter	3%	3%	3%	3%	3%

APPENDIX A

Budget Details and Allocations

Courtesy: Village of Weston

Acct No	Account Description	2015 Pri Year Actual	8/31/2016 Cur YTD Actual	2016 Approved Budget	2016 Estimated Actual	2017 Proposed Budget
61-00-45190-000-000	45190-000 FINES-OTHER LAW/ORDINANCE VIOL	0	0	0		
61-00-46160-000-000	46160-000 GEN GOVT-NSF CHECK FEES	-113	-63	-100	-100	-100
61-00-46411-920-000	46411-920 METERED SALES-RESIDENTIAL	-1,153,276	-856,717	-1,247,000	(1,142,289)	(1,142,289)
61-00-46411-921-000	46411-921 METERED SALES-COMMERCIAL	-699,626	-448,219	-720,000	(597,625)	(597,625)
61-00-46411-922-000	46411-922 METERED SALES-INDUSTRIAL	-65,521	-112,899	-73,000	(150,532)	(150,532)
61-00-46411-923-000	46411-923 METERED SALES-PUBLIC AUTHORITY	-52,711	-38,640	-55,000	(51,520)	(51,520)
61-00-46411-924-000	46411-924 METERED SALES-MISC/OTHER	-126	0	-150	-150	-150
61-00-46411-929-000	46411-929 UNMETERED SALES	0	0	0	0	0
61-00-46412-930-000	46412-930 MISC REVENUE-FORFEITED DISCOUN	-5,404	-3,138	-5,000	-5,000	-5,000
61-00-46412-933-000	46412-933-939 MISC REVENUE-MISC BILLED SERVI	-680	0	-213	-213	-213
61-00-46412-939-000	46412-933-939 MISC REVENUE-ALL OTHER	-203	0	0	0	0
61-00-46413-000-000	46413-000 SEWAGE SERVICE-ASSESSMENT CHE	-3,130	-2,310	-2,900	-2,900	-2,900
61-00-46414-000-000	46414-000 SEWAGE SERVICE-PERMITS	-1,470	-770	-1,500	-1,500	-1,500
61-00-46415-000-000	46415-000 SEWAGE SERVICE-HOOK UP CHARGE	-23,000	-14,500	-23,000	-23,000	-23,000
61-00-47341-000-000	47341-000 INTERGOVT CHARGES-SEWAGE SERV	0	0	0	0	0
61-00-48110-001-000	48110-001 INTEREST-INVESTMENTS	-189,733	-5,913	-100,000	-100,000	-100,000
61-00-48110-009-000	48110-009 INTEREST-MARKET VALUE ADJUST.	0	0	0	0	0
61-00-48110-063-000	48110-063 INTEREST-FROM STORMWATER FUND	-564	0	-200	-200	-200
61-00-48130-000-000	48130-000 INTEREST-SPECIAL ASSESSMENTS	-1,060	-2	-1,000	-1,000	-1,000
61-00-48300-000-000	48300-000 GAIN/LOSS ON SALE OF EQUIP/PRO	0	0	0	0	0
61-00-48309-000-000	48309-000 SALE OF EQUIP/PROP-ALL OTHER	0	0	0	0	0
61-00-48440-000-000	48440-000 INS RECOVERIES TO EQUIP/PROP-A	0	0	0	0	0
61-00-48550-941-000	48550-941-947 CAP CONTRIBS-MUNICIPALITY	0	0	0	0	0
61-00-48550-942-000	48550-941-947 CAP CONTRIBS-FEDERAL/STATE	0	0	0	0	0
61-00-48550-945-000	48550-941-947 CAP CONTRIBS-CUSTOMERS/REU	-5,075	-15,805	-5,075	-5,075	-5,075
61-00-48550-946-000	48550-941-947 CAP CONTRIBS-CUSTOMERS/SPEC AS	0	0	0	0	0
61-00-48550-947-000	48550-941-947 CAP CONTRIBS-DEVELOPERS	0	0	0	0	0
61-03-53600-251-000	53600-251-299 REPAIRS/MAINT-MAINT OF MAINS	0	0	0		
61-03-53600-252-000	53600-251-299 REPAIRS/MAINT-MAINT OF SERVICE	0	0	0		
61-03-53600-399-000	53600-310-399 MISCELLANEOUS EXPENSE	0	0	0		
61-03-53601-120-000	53601-120 HOURLY WAGES-REGULAR	21,077	12,499	19,000	18,655	20,000
61-03-53601-121-000	53601-121 HOURLY WAGES-CALL TIME	891	944	1,000	1,409	1,000
61-03-53601-122-000	53601-122 HOURLY WAGES-OVERTIME	1,216	1,133	1,200	1,691	1,200
61-03-53601-123-000	53601-123 HOURLY WAGES-RETROACTIVE PAY	0	0	0		
61-03-53601-125-000	53601-125 TEMPORARY WAGES-REGULAR	0	0	0		
61-03-53601-137-000	53601-137 OUT-OF-CLASSIFICATION PAY	0	0	0		
61-03-53601-138-000	53601-138 STANDBY DUTY PAY	2,392	3,069	4,680	4,680	4,680
61-03-53601-242-000	53601-242 REPAIRS/MAINT-OTHER MACHINERY	24,217	4,981	20,000	20,000	20,000
61-03-53601-245-000	53601-245 REPAIRS/MAINT-GROUNDS & GROUND	2,405	925	1,500	2,200	2,500
61-03-53601-247-000	53601-247 REPAIRS/MAINT-BUILDINGS	0	183	0		3,000
61-03-53601-290-000	53601-290 OUTSIDE CONTRACTED SERVICES	0	0	0		
61-03-53601-296-000	53601-296 LANDFILL SERVICES	778	719	700	1,000	1,000
61-03-53601-349-000	53601-349 OPERATING SUPPLIES-ALL OTHER	104	1,041	500	1,500	1,500
61-03-53602-120-000	53602-120 HOURLY WAGES-REGULAR	9,967	8,116	10,854	10,000	11,000
61-03-53602-121-000	53602-121 HOURLY WAGES-CALL TIME	101	202	150	301	300
61-03-53602-122-000	53602-122 HOURLY WAGES-OVERTIME	277	527	350	787	800
61-03-53602-123-000	53602-123 HOURLY WAGES-RETROACTIVE PAY	0	0	0		
61-03-53602-125-000	53602-125 TEMPORARY WAGES-REGULAR	0	0	0		
61-03-53602-290-000	53602-290 OTHER OUTSIDE CONTRACTED SERVI	2,761	0	15,000	-	15,000
61-03-53602-296-000	53602-296 LANDFILL SERVICES	334	0	2,000	-	1,000
61-03-53602-349-000	53602-349 OPERATING SUPPLIES-ALL OTHER	93	0	1,000	-	
61-03-53603-110-000	53603-110 SALARIES-REGULAR	0	0	0		
61-03-53603-120-000	53603-120 HOURLY WAGES-REGULAR	4,959	1,195	2,500	2,500	2,500
61-03-53603-121-000	53603-121 HOURLY WAGES-CALL TIME	48	48	60	60	60
61-03-53603-122-000	53603-122 HOURLY WAGES-OVERTIME	53	36	60	60	60
61-03-53603-123-000	53603-123 HOURLY WAGES-RETROACTIVE PAY	0	0	0		
61-03-53603-125-000	53603-125 TEMPORARY WAGES-REGULAR	0	0	0		
61-03-53603-137-000	53603-137 OUT-OF-CLASSIFICATION PAY	0	0	0		
61-03-53603-251-000	53603-251-299 REPAIRS/MAINT-MAINT OF MAINS	10,753	3,285	0		
61-03-53603-252-000	53603-251-299 REPAIRS/MAINT-MAINT OF MAINS	0	0	0		
61-03-53603-290-000	53603-251-299 OTHER OUTSIDE CONTRACTED SERVI	0	1,139	0		
61-03-53603-299-000	53603-251-299 EQUIPMENT RENTAL	0	0	0		
61-03-53603-349-000	53603-349 OPERATING SUPPLIES-ALL OTHER	423	0	550	550	550
61-03-53604-120-000	53604-120 HOURLY WAGES-REGULAR	21	29	200	200	200
61-03-53604-121-000	53604-121 HOURLY WAGES-CALL TIME	209	54	300	300	300
61-03-53604-122-000	53604-122 HOURLY WAGES-OVERTIME	121	40	250	250	250
61-03-53604-123-000	53604-123 HOURLY WAGES-RETROACTIVE PAY	0	0	0		
61-03-53604-125-000	53604-125 TEMPORARY WAGES-REGULAR	0	0	0		
61-03-53604-137-000	53604-137 OUT-OF-CLASSIFICATION PAY	0	0	0		
61-03-53605-120-000	53605-120 HOURLY WAGES-REGULAR	48	71	500	500	5,000
61-03-53605-121-000	53605-121 HOURLY WAGES-CALL TIME	0	0	0		
61-03-53605-122-000	53605-122 HOURLY WAGES-OVERTIME	0	0	0		
61-03-53605-123-000	53605-123 HOURLY WAGES-RETROACTIVE PAY	0	0	0		
61-03-53605-125-000	53605-125 TEMPORARY WAGES-REGULAR	0	0	0		
61-03-53605-290-000	53605-290 OTHER OUTSIDE CONTRACTED SERVI	3,125	1,240	100,000	10,000	100,000
61-03-53605-349-000	53605-349 OPERATING SUPPLIES-ALL OTHER	0	0	0		
61-03-53606-120-000	53606-120 HOURLY WAGES-REGULAR	1,591	834	2,500	2,000	2,500

61-03-53606-121-000	53606-121	HOURLY WAGES-CALL TIME	0	0	0			
61-03-53606-122-000	53606-122	HOURLY WAGES-OVERTIME	0	0	0			
61-03-53606-123-000	53606-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
61-03-53606-125-000	53606-125	TEMPORARY WAGES-REGULAR	0	0	0			
61-03-53606-241-000	53606-241	REPAIRS/MAINT-MOTOR VEHICLES	17,517	0	2,000	2,000	5,000	
61-03-53606-278-000	53606-278	RADIO MAINT SERVICES	0	0	0			
61-03-53606-314-000	53606-314	SMALL EQUIPMENT	332	0	450	-	200	
61-03-53606-334-000	53606-334	COMMERCIAL TRAVEL EXPENSES	0	0	250		250	
61-03-53606-351-000	53606-351	REPAIR/MAINT SUPPLIES-GASOLINE	143	36	300	200	300	
61-03-53606-352-000	53606-352	REPAIR/MAINT SUPPLIES-MOTOR VE	936	295	1,000	1,000	1,000	
61-03-53607-110-000	53607-110	SALARIES-REGULAR (Tech. Services)	20,171	7,696	23,728	23,728	24,914	
61-03-53607-110-000	53607-110	SALARIES-REGULAR (Planning/Dev.)	71	0	0			
61-03-53607-121-000	53607-121	HOURLY WAGES-CALL TIME	0	0	0			
61-03-53607-122-000	53607-122	HOURLY WAGES-OVERTIME	0	0	0			
61-03-53607-123-000	53607-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
61-03-53607-125-000	53607-125	TEMPORARY WAGES-REGULAR	0	0	0			
61-03-53607-157-000	53607-157	EMPLOYEE EDUCATION & TRAINING	268	0	2,000	500	3,000	
61-03-53607-286-000	53607-286	COMPUTER LICENSE FEES	875	875	5,175	875	5,330	
61-03-53607-290-000	53607-290	OTHER OUTSIDE CONTRACTED SERVI	785	3,035	0			
61-03-53607-314-000	53607-310-399	SMALL EQUIPMENT	0	0	0			
61-03-53607-399-000	53607-310-399	MISCELLANEOUS EXPENSE	0	0	0			
61-03-53608-236-000	53608-236	SURFACE MAINT/ROAD RESTORATION	0	0	0			
61-03-53610-157-000	53610-157	EMPLOYEE EDUCATION & TRAINING	0	0	0			
61-03-53610-221-000	53610-221	WATER/SEWER/STORMWATER	372	164	400			
61-03-53610-222-000	53610-222	ELECTRICITY	33,679	19,363	35,000	35,000	35,700	
61-03-53610-223-000	53610-223	SEWER TREATMENT PLANT	109,893	80,992	124,800	107,989	120,882	
61-03-53610-224-000	53610-224	NATURAL GAS	736	401	750	750	800	
61-03-53610-225-000	53610-225	TELEPHONE	6,534	4,770	6,000	6,534	6,700	
61-03-53610-227-000	53610-227	RMMSD-MONTHLY O&M	605,086	474,670	655,200	692,000	707,133	
61-03-53610-236-000	53610-236	SURFACE MAINT/ROAD RESTORATION	0	0	0			
61-03-53610-247-000	53610-247	REPAIRS/MAINT-BUILDINGS	0	0	0			
61-03-53610-278-000	53610-278	RADIO MAINT SERVICES	0	0	0			
61-03-53610-296-000	53610-296	LANDFILL SERVICES	0	0	0			
61-03-53610-299-000	53610-299	EQUIPMENT RENTAL	0	0	0			
61-03-53610-310-000	53610-310	OFFICE SUPPLIES	0	0	0			
61-03-53610-314-000	53610-314	SMALL EQUIPMENT	2,825	789	3,600	1,500	2,500	
61-03-53610-324-000	53610-324	MEMBERSHIP DUES	0	0	0			
61-03-53610-325-000	53610-325-344	REGISTRATION FEES/TUITION	0	0	0			
61-03-53610-334-000	53610-325-344	COMMERCIAL TRAVEL EXPENSES	0	0	0			
61-03-53610-346-000	53610-346	OPERATING SUPPLIES-CLOTHING/UN	0	0	0			
61-03-53610-349-000	53610-349	OPERATING SUPPLIES-ALL OTHER	598	206	900	500	1,000	
61-03-53610-351-000	53610-351	REPAIR/MAINT SUPPLIES-GASOLINE	3,589	1,355	9,000	2,710	4,000	
61-03-53610-352-000	53610-352	REPAIR/MAINT SUPPLIES-MOTOR VE	0	0	500	-	-	
61-03-53610-353-000	53610-353	REPAIR/MAINT SUPPLIES-MACHINER	0	0	500	-	-	
61-03-53610-359-000	53610-359	REPAIR/MAINT SUPPLIES-SEWER	0	0	500	-	-	
61-03-53610-399-000	53610-399	MISCELLANEOUS EXPENSE	100	0	50	-	-	
61-03-53610-531-000	53610-531	RENTS/LEASES/EASEMENTS-LAND (S	2,464	2,369	3,200	2,369	3,000	
61-03-53610-541-000	53610-541	DEPRECIATION EXP-WATER METERS	26,724	0	23,140	28,000	30,000	
61-03-53610-591-000	53610-591	OTHER FIXED CHARGES-TAXES	7,778	0	6,800	8,000	9,000	
61-03-53610-593-000	53610-593	OTHER FIXED CHARGES-METER COST	13,040	0	16,550	14,000	16,550	
61-03-53611-120-000	53611-120	HOURLY WAGES-REGULAR	88	35	100	100	100	
61-03-53611-121-000	53611-121	HOURLY WAGES-CALL TIME	0	0	0			
61-03-53611-122-000	53611-122	HOURLY WAGES-OVERTIME	0	0	0			
61-03-53611-123-000	53611-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
61-03-53611-247-000	53611-247	REPAIRS/MAINT-BUILDINGS	0	0	0			
61-03-53612-110-000	53612-110	SALARIES-REGULAR	0	0	0			
61-03-53612-120-000	53612-120	HOURLY WAGES-REGULAR	14,623	10,995	15,000	16,410	17,231	
61-03-53612-122-000	53612-122	HOURLY WAGES-OVERTIME	226	114	0	170	250	
61-03-53612-123-000	53612-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
61-03-53612-125-000	53612-125	TEMPORARY WAGES-REGULAR	0	0	0			
61-03-53612-137-000	53612-137	OUT-OF-CLASSIFICATION PAY	0	0	0			
61-03-53612-139-000	53612-139	BONUS/INCENTIVE PAY	0	0	0			
61-03-53612-157-000	53612-157	EMPLOYEE EDUCATION & TRAINING	0	0	0			
61-03-53612-172-000	53612-172	EMPLOYEE AWARDS	0	0	0			
61-03-53612-199-000	53612-199	LESS: RECYCLING WAGES	-186	0	0			
61-03-53612-213-000	53612-213	ACCOUNTING & AUDITING FEES	4,975	3,150	5,150	5,150	5,300	
61-03-53612-281-000	53612-281	POSTAGE METER LEASE	292	216	600	300	325	
61-03-53612-284-000	53612-284	INTERNET/EMAIL SERVICES	0	0	0	-		
61-03-53612-286-000	53612-286	COMPUTER LICENSE FEES	7,063	2,443	9,000	2,443	3,000	
61-03-53612-287-000	53612-287	COMPUTER MAINT SERVICES	919	947	1,300	1,300	1,500	
61-03-53612-290-000	53612-290	OTHER OUTSIDE CONTRACTED SERVI	0	0	0			
61-03-53612-310-000	53612-310	OFFICE SUPPLIES	286	114	200	200	250	
61-03-53612-311-000	53612-311	POSTAGE & BOX RENTAL	4,864	3,078	5,100	5,000	5,000	
61-03-53612-312-000	53612-312	OUTSIDE PRINTING/STATIONERY &	366	1,196	150	1,500	1,500	
61-03-53612-314-000	53612-314	SMALL EQUIPMENT	0	2,283	0	2,283	1,000	
61-03-53612-386-000	53612-386	OTHER SUPPLIES-COMPUTER SOFTW/	0	0	0			
61-03-53612-741-000	53612-741	LOSSES-BAD DEBT EXPENSES	43	0	50	-		
61-03-53613-101-000	53613-101	SALARIES-ADMINISTRATOR	4,716	3,139	7,228	7,228	7,445	
61-03-53613-102-000	53613-102	SALARIES-PUBLIC WORKS DIRECTOR	49,016	32,387	51,617	51,617	53,166	
61-03-53613-103-000	53613-103	SALARIES-FINANCE DIRECTOR/TREA	20,394	13,540	22,014	22,014	22,674	
61-03-53613-105-000	53613-105	SALARIES-COMMITTEE MEMBERS	358	0	806	806	830	

61-03-53613-106-000	53613-106	SALARIES-COMMUNITY DEVELOPMENT	0	4,122	0	5,496	5,661
61-03-53613-107-000	53613-107	SALARIES-HUMAN RESOURCES	5,151	3,355	5,151	5,151	5,306
61-03-53613-110-000	53613-110	SALARIES-REGULAR	0	188	0	251	300
61-03-53613-120-000	53613-120	HOURLY WAGES-REGULAR	18,412	4,597	7,647	18,964	18,961
61-03-53613-122-000	53613-122	HOURLY WAGES-OVERTIME	328	69	200	300	300
61-03-53613-131-000	53613-131/132/134	SICK LEAVE PAY	0	0	0		
61-03-53613-132-000	53613-131/132/134	VACATION PAY	-1,642	0	0		
61-03-53613-133-000	53613-133	LONGEVITY PAY	0	0	0		
61-03-53613-134-000	53613-131/132/134	HOLIDAY PAY	684	0	0		
61-03-53613-136-000	53613-136	MEETING PAY-CLERICAL STAFF	10	0	269		
61-03-53613-139-000	53613-139	BONUS/INCENTIVE PAY	0	0	0		
61-03-53613-151-000	53613-151	SOCIAL SECURITY	12,897	8,057	14,014	14,014	14,434
61-03-53613-152-000	53613-152	RETIREMENT-EE/ER SHARE	11,431	6,959	12,089	12,089	12,452
61-03-53613-153-000	53613-153	RETIREMENT-UNFUNDED LIABILITY	0	0	0	-	-
61-03-53613-154-000	53613-154	HEALTH INSURANCE	22,008	11,345	33,452	33,452	34,456
61-03-53613-155-000	53613-155	LIFE INSURANCE	446	335	319	319	329
61-03-53613-156-000	53613-156	WORKER'S COMP INSURANCE	2,729	2,486	3,654	3,654	3,764
61-03-53613-157-000	53613-157	EMPLOYEE EDUCATION & TRAINING	1,631	1,907	2,000	2,500	5,000
61-03-53613-159-000	53613-159	OTHER EMPLOYER CONTRIBUTIONS	0	0	0		
61-03-53613-162-000	53613-162/346	COVERALLS/UNIFORMS	195	69	0	195	195
61-03-53613-164-000	53613-164	EMPLOYEE HEALTH TESTS	145	323	175	500	1,000
61-03-53613-167-000	53613-167	INCOME CONTINUATION INSURANCE	0	0	1,145		
61-03-53613-172-000	53613-172	EMPLOYEE AWARDS	99	0	0		
61-03-53613-196-000	53613-196	LESS: WAGES ALLOCATED ELSEWHERE	0	0	0		
61-03-53613-199-000	53613-199	LESS: RECYCLING FRINGES	0	0	0		
61-03-53613-212-000	53613-212	LEGAL SERVICES	6,392	796	6,500	6,500	7,000
61-03-53613-215-000	53613-215	ARCHITECTURAL & ENGINEERING FE	0	0	50,000	35,000	40,000
61-03-53613-225-000	53613-225	TELEPHONE	497	229	600	500	500
61-03-53613-242-000	53613-242	REPAIRS/MAINT-OTHER MACH & EQU	0	0	0		
61-03-53613-247-000	53613-247	REPAIRS/MAINT-BUILDINGS	0	0	0		
61-03-53613-286-000	53613-286	COMPUTER LICENSE FEES	0	9,698	9,000	9,698	4,278
61-03-53613-290-000	53613-290	OTHER OUTSIDE CONTRACTED SERVI	2,308	7,676	17,600	10,000	10,000
61-03-53613-310-000	53613-310	OFFICE SUPPLIES	43	57	250	200	200
61-03-53613-311-000	53613-311	POSTAGE & BOX RENTAL	1,180	0	0		
61-03-53613-312-000	53613-312	OUTSIDE PRINTING/STATIONERY &	951	0	0		
61-03-53613-314-000	53613-314	SMALL EQUIPMENT	580	0	580		
61-03-53613-321-000	53613-321	PUBLICATION FEES-LEGAL NOTICES	0	0	0		
61-03-53613-322-000	53613-322	SUBSCRIPTIONS-NEWSPAPERS/PERIO	0	0	110		
61-03-53613-324-000	53613-324	MEMBERSHIP DUES	619	610	650	610	1,000
61-03-53613-325-000	53613-325	REGISTRATION FEES/TUITION	0	0	100		
61-03-53613-326-000	53613-326	ADVERTISING	0	0	0		
61-03-53613-327-000	53613-327	PUBLIC RELATION EXPENSES	0	0	0		
61-03-53613-328-000	53613-328	NEWSLETTER EXPENSES	0	0	0		
61-03-53613-332-000	53613-332	EMPLOYEE AUTOMOBILE ALLOWANCE	0	0	50		
61-03-53613-334-000	53613-334/335	COMMERCIAL TRAVEL EXPENSES	30	0	75	-	
61-03-53613-335-000	53613-334/335	MEETING EXPENSES	208	172	75	200	250
61-03-53613-346-000	53613-162/346	OPERATING SUPPLIES-CLOTHING/UN	138	0	0		
61-03-53613-353-000	53613-353	REPAIR/MAINT SUPPLIES-MACHINER	0	0	200		
61-03-53613-359-000	53613-359	REPAIR/MAINT SUPPLIES-SEWER	0	0	0		
61-03-53613-386-000	53613-386	OTHER SUPPLIES-COMPUTER SOFTW/	0	0	75		
61-03-53613-390-000	53613-390	OTHER SUPPLIES-ALL OTHER SUPPL	6	0	0		
61-03-53613-399-000	53613-399	MISCELLANEOUS EXPENSE	16	0	0		
61-03-53613-511-000	53613-511-512	INSURANCE-BUILDINGS	2,862	0	0	2,862	2,862
61-03-53613-512-000	53613-511-512	INSURANCE-VEHICLES/EQUIPMENT	2,257	1,070	0	2,257	2,257
61-03-53614-346-000	53614-346	OPERATING SUPPLIES-CLOTHING/UN	0	0	0		
61-03-53614-541-000	53614-541	DEPREC EXP-SEWER FIXED ASSETS	656,409	0	660,000	660,000	660,000
61-03-53614-614-000	53614-614	PRINCIPAL-RMMSD	0	0	0		
61-03-53780-351-000		REPAIR/MAINT SUPPLIES-GASOLINE	0	0	0		
61-08-53614-614-000	53614-614	PRINCIPAL-RMMSD	0	0	0		
61-08-53614-624-000	53614-624	INTEREST-RMMSD	0	0	0		
61-08-58309-621-000	58300-621-622	INT-BONDS PAYABLE/2000B SEWER	0	0	0		
61-08-58312-621-000	58300-621-622	INT-BONDS PAYABLE/2001B SEWER	0	0	0		
61-08-58317-621-000	58300-621-622	INT-BONDS PAYABLE/1998B SEWER	0	0	0		
61-08-58323-622-000	58300-621-622	INT-NOTES PAYABLE/2003 G.O. NO	0	0	0		
61-08-58325-622-000	58300-621-622	INT-NOTES PAYABLE/2004 G.O. NO	0	0	0		
61-08-58332-622-000	58300-621-622	INT-NOTES PAYABLE/2005 G.O. NO	79	0	0		
61-08-58344-621-000	58300-621-622	INT-BONDS PAYABLE/2008 BONDS	97,591	47,686	0	90,000	71,000
61-08-58400-212-000	58400-212	LEGAL SERVICES	0	0	0		
61-08-58400-311-000	58400-311	POSTAGE & BOX RENTAL	0	0	0		
61-10-59910-542-000	59910-542	AMORT EXP-BOND DISCOUNTS	2,351	0	2,351	2,351	2,351
61-10-59910-543-000	59910-543	AMORT EXP-DEBT ISSUE COSTS	0	0	0		
61-10-59910-544-000	59910-544	AMORT EXP-LOSS ON REFUNDING	19,659	0	19,659	19,659	19,659
MKW		Sum, expenses only starting at line 31	1,919,223	824,769	2,072,952	2,059,542	2,214,744

APPENDIX B

Capital Improvement Plan Excerpt

VILLAGE OF WESTON
DRAFT CAPITAL IMPROVEMENTS PLAN

Sanitary Sewer Utility	2016	2017	2018	2019	2020	2021
Pump Replacements at Park Terrace Lift Station	20,000					
Mesker-Jelinek Lift Station - 3rd Pump		100,000				
Harlyn Avenue Lift Station conversion to submersible		30,000	270,000			
Trisha/Tanya Lift Station conversion to submersible			30,000	270,000		
Utility Van Replacements		28,000				
Mains - Replacements (or rehabilitations)						
Weston School - Sunset, Arrow, S. Timber, Kennedy, Von Kanel			7,000	161,000		
Park Ridge Subdivision - Setter, Boxer, Labrador, Shepherd		2,500	56,000			
Crestwood Acres - Rodney, Kirk, Douglas, etc.				19,200	461,000	
East Jelinek and Von Kanel				16,000	382,000	
Ferge and Delonay Reconstruction					17,000	400,000
Everest Avenue Reconstruction						10,000
Mains - Extensions						
Misty Pines Plat (developer funded)		200,000				
Prohaska Park Utilities and Shelter			5,500	124,500		
Crossing of Eau Claire River at Ryan Street			22,000	510,000		
Well No. 7 and Yellow Banks Park - Gravity Sewer and Lift Station		20,000	500,000			
Birch Street - Cross Pointe to Shorey		4,500	102,000			
Ross Avenue and Kramer Lane (River Bend to Quentin)			12,000	300,000		
Transport Way Extension	8,500	200,000				
Camp Phillips Centre - Streets A and B		43,000	360,000			
Camp Phillips Centre - Street C and Von Kanel			11,500	270,000		
Ryan Street - Weston Avenue to Commerce Drive					13,000	270,000
Northwestern Avenue - CTH X to Town Boundary						20,000
Weston Avenue - Von Kanel to Ryan						23,000
Televise	in budget	100,000				
Main Oversizing		50,000	50,000	50,000	50,000	50,000
Annual Manhole Rehabilitations		50,000	50,000	50,000	50,000	50,000
SCADA Integration for all lift Stations			100,000			
Remote Surveillance System for all sites				100,000		
	128,500	728,000	1,576,000	1,870,700	973,000	823,000

TABLE 3 – WESTON SEWER CIP LOAN ASSUMPTIONS						
Assume Loans taken for all but 'green' items:						
YEAR:	2016	2017	2018	2019	2020	2021
Assume Interest rate of		3.700%	2%	2%	2%	2%
New Loan Principal Amount		\$ 600,000	\$ 1,476,000	\$ 1,770,700	\$ 873,000	\$ 723,000
Term		10	20	20	20	20
Annual Payment		\$ 72,874	\$ 90,267	\$ 108,290	\$ 53,390	\$ 44,216
		(STFL)	(CWF)	(CWF)	(CWF)	(CWF)
Misc costs paid directly	100,000	128,000	100,000	100,000	100,000	100,000

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

December 5, 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: **CONSIDERATION OF NO-FAULT SEWER BACKUP INSURANCE FOR SEWER UTILITY**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, MONDAY, DEC. 05, 2016
BOARD OF TRUSTEES, MONDAY, DEC. 05, 2016**

POLICY QUESTION: Should the Village of Weston consider adding no-fault sewer back-up coverage for its sewer utility operation as an operating expense?

RECOMMENDATION TO: To not add the coverage at a quoted price of \$26,842 for 2017.

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

PRIOR REVIEW: Some discussion at 11/07 meeting of the Property & Infrastructure Committee.

BACKGROUND: Our agent, Spectrum Insurance has quoted this coverage at \$26,842 for 2017. The Village has not taken out this coverage previously. Our agent indicates among his client communities in this area Rothschild and Mosinee have the coverage. Statewide LWMMI indicates 34% of their client communities take the coverage. Additional background is attached in an e-mail from Greg Goetz of Spectrum Insurance. A link to the LWMMI website also contains information about how to handle sewer back-ups. The Director does not recommend we take this coverage.

Attachments *1. Spectrum Insurance Quote for No-Fault Sewer Back-up Insurance. 2. E-mail from Greg Goetz to K. Donner re: questions regarding the coverage. 3. Link to LWMMI website discussing best practices for sewer utility operation http://lwmmi.org/wp-content/uploads/2015/12/LWMMI_Sewer_Backup_Manual_cE2.pdf*

Section 2

Program

Proposal *Continued*



Cost Comparison

	LWMMI 2017-2018	EXPIRING 2016-2017 POLICY PREMIUMS
General Liability	\$19,612	\$19,612
Law Enforcement Liability	\$302	\$302
Public Officials E&O Liability	\$11,002	\$11,002
Automobile Liability	\$8,342	\$9,354
Auto Physical Damage (ACV)	\$8,646	\$10,682
No-Fault Sewer	\$26,842	\$ Not Quoted
Property	\$22,971	\$ Not Quoted
Inland Marine (Replacement Cost)	\$3,492	\$ Not Quoted
Equipment Breakdown	\$2,742	\$ Not Quoted
Crime	\$ Not Quoted	\$ Not Quoted
Workers Compensation	\$ Not Quoted	\$ Not Quoted
TOTAL ANNUAL ESTIMATE	\$103,951*	\$50,952

Options: *Total Annual Estimate EXCLUDES: Crime and Workers Compensation due to being insured with another agency and carrier.

Keith Donner

From: Greg Goetz <greg.goetz@spectruminsgroup.com>
Sent: Wednesday, October 19, 2016 10:26 AM
To: Keith Donner
Subject: RE: Village of Weston LWMMI- Insurance update

Keith see below for answers to your questions. Let me know if you have others however.
Thanks, Greg

Greg Goetz
Account Executive
Spectrum Insurance Group LLC
7402 Stone Ridge Dr., STE 3
Weston WI 54476
715 355-4900 ext 5067
715 355-5606 FAX
877 355-5705 ext 5067 Toll Free
greg.goetz@spectruminsgroup.com

Please note that insurance coverage cannot be bound or altered via e -mail and must be confirmed in writing.

-----Original Message-----

From: Keith Donner [<mailto:kdonner@westonwi.gov>]
Sent: Wednesday, October 19, 2016 9:05 AM
To: Greg Goetz <greg.goetz@spectruminsgroup.com>
Subject: RE: Village of Weston LWMMI- Insurance update

Hi Greg, thanks for forwarding the information. As we consider whether to add the No-fault sewer back-up insurance I am sure there will be questions. A couple I would expect....

I recall when you estimated our premium earlier this year that it was strictly based on our population even though we provided some background information about our system and operation. Is this always the case? **There is a minimum premium of \$1,750 for the coverage but otherwise the premium is based on a rate x the population. The premium is not based on individual municipalities claim experience. The rate is reviewed each year for adequacy by LWMMI and could be adjusted up or down.**

Does the premium for this coverage fluctuate due to the number of claims in a given year? **Not individual municipality claims but would think overall municipal claims would factor into the rate yes. They will look at overall premium taken in and compare that to losses paid out and adjust the rate if necessary for all municipalities going forward** Or can we expect it to remain pretty stable from year to year? **LWMMI indicates the rate has been the same since 2012 through 2016**

Keith

Keith Donner, P.E.
Director of Public Works & Utilities
Village of Weston
5500 Schofield Ave Weston, WI 54476
p. 715.359.6114 | f 715.359.6117 | m. 715-574-1537

Want to receive the "This Week in Weston" e-newsletter? Sign up here!

-----Original Message-----

From: Greg Goetz [<mailto:greg.goetz@spectruminsgroup.com>]
Sent: Wednesday, October 19, 2016 8:09 AM
To: Sherry Weinkauff <sweinkauff@westonwi.gov>
Cc: Keith Donner <kdonner@westonwi.gov>; Michael Wodalski <mwodalski@westonwi.gov>;
Karena Froom <karena.froom@spectruminsgroup.com>
Subject: RE: Village of Weston LWMMI- Insurance update

Sherry, here above is an informal renewal quote for the LWMMI lines you have based on the information you sent in. Overall it looks like the premium went down from \$50,952 to \$47,904. However in the total is your optional quote for no fault sewer coverage @ \$26,842. Unfortunately LWMMI does see claims on this line, especially recently with the rains we have had around the state. Let me know if you would like to purchase that coverage or have any other questions. I would be happy to put together a formal quote for you and/or stop over and review with you in person if you like just let us know. Enjoy your day! Best regards, Greg

Greg Goetz
Account Executive
Spectrum Insurance Group LLC
7402 Stone Ridge Dr., STE 3
Weston WI 54476
715 355-4900 ext 5067

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

December 5, 2016

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



**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: **APPROVAL OF PROPOSED 2017 SEWER UTILITY BUDGET**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, MONDAY, DEC. 05, 2016
BOARD OF TRUSTEES, MONDAY, DEC. 05, 2016**

POLICY QUESTION: Should the Village of Weston approve the proposed 2017 operating budget for the Sewer Utility?

RECOMMENDATION TO: Approve the 2017 operating budget for the Sewer Utility as proposed by staff.

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

PRIOR REVIEW: None

BACKGROUND: Proposed utility budget reflects the addition of a technical administrative position in 2017 to be split 50/50 with the water utility. Other major assumption is approximately \$100,000 of sewer condition assessments with outside contractor for interceptors and Schofield interdependency. utility. Other major assumptions are noted in attached documents. Updated documents to be presented at meetings of 12/05/16.

- Attachments *1. Sewer Utility operating budget trial balance with notes. 2. Table of major expense items.*

Acct No	Account Description	2015 Pri Year Actual	8/31/2016 Cur YTD Actual	2016 Approved Budget	2016 Estimated Actual	2017 Proposed Budget	2018 Financial Plan
61-00-45190-000-000	45190-000						
61-00-46160-000-000	46160-000						
61-00-46411-920-000	46411-920						
61-00-46411-921-000	46411-921						
61-00-46411-922-000	46411-922						
61-00-46411-923-000	46411-923						
61-00-46411-924-000	46411-924						
61-00-46411-929-000	46411-929						
61-00-46412-930-000	46412-930						
61-00-46412-933-000	46412-933-939						
61-00-46412-939-000	46412-933-939						
61-00-46413-000-000	46413-000						
61-00-46414-000-000	46414-000						
61-00-46415-000-000	46415-000						
61-00-47341-000-000	47341-000						
61-00-48110-001-000	48110-001						
61-00-48110-009-000	48110-009						
61-00-48110-063-000	48110-063						
61-00-48130-000-000	48130-000						
61-00-48300-000-000	48300-000						
61-00-48309-000-000	48309-000						
61-00-48440-000-000	48440-000						
61-00-48550-941-000	48550-941-947						
61-00-48550-942-000	48550-941-947						
61-00-48550-945-000	48550-941-947						
61-00-48550-946-000	48550-941-947						
61-00-48550-947-000	48550-941-947						
61-03-53600-251-000	53600-251-299						
61-03-53600-252-000	53600-251-299						
61-03-53600-399-000	53600-310-399						
61-03-53601-120-000	53601-120						
61-03-53601-121-000	53601-121						
61-03-53601-122-000	53601-122						
61-03-53601-123-000	53601-123						
61-03-53601-125-000	53601-125						
61-03-53601-137-000	53601-137						
61-03-53601-138-000	53601-138						
61-03-53601-242-000	53601-242						
61-03-53601-245-000	53601-245						
61-03-53601-247-000	53601-247						
61-03-53601-290-000	53601-290						
61-03-53601-296-000	53601-296						
61-03-53601-349-000	53601-349						
61-03-53602-120-000	53602-120						
61-03-53602-121-000	53602-121						
61-03-53602-122-000	53602-122						
61-03-53602-123-000	53602-123						
61-03-53602-125-000	53602-125						
61-03-53602-290-000	53602-290						
61-03-53602-296-000	53602-296						
61-03-53602-349-000	53602-349						
61-03-53603-110-000	53603-110						
61-03-53603-120-000	53603-120						
61-03-53603-121-000	53603-121						
61-03-53603-122-000	53603-122						
61-03-53603-123-000	53603-123						
61-03-53603-125-000	53603-125						
61-03-53603-137-000	53603-137						
61-03-53603-251-000	53603-251-299						
61-03-53603-252-000	53603-251-299						
61-03-53603-290-000	53603-251-299						
61-03-53603-299-000	53603-251-299						
61-03-53603-349-000	53603-349						
61-03-53604-120-000	53604-120						
61-03-53604-121-000	53604-121						
61-03-53604-122-000	53604-122						
61-03-53604-123-000	53604-123						
61-03-53604-125-000	53604-125						
61-03-53604-137-000	53604-137						
61-03-53605-120-000	53605-120						
61-03-53605-121-000	53605-121						
61-03-53605-122-000	53605-122						
61-03-53605-123-000	53605-123						
61-03-53605-125-000	53605-125						
61-03-53605-290-000	53605-290						
61-03-53605-349-000	53605-349						

Reclassified some commercial customers to industrial in 2015 to mirror PSC water customer class
Reclassified some commercial customers to industrial in 2015 to mirror PSC water customer class

Estimate to replace pumps at Park Terrace 2016

Replace roof on Mesker-Jelinek lift station building

Total likely includes landfill charges for cleaning mains

Includes wages for seasonal worker to assist with sewer cleaning

Manhole condition Assessments budgeted in 2016 not done

Acct. 251 includes Lease Payment for mini-excavator

Acct. 290 has outside services for paving

Condition assessments on interceptor sewers deferred to 2017 (iiincludes manhole assessments)

61-03-53606-120-000	53606-120	HOURLY WAGES-REGULAR	1,591	834	2,500	2,000	2,500	
61-03-53606-121-000	53606-121	HOURLY WAGES-CALL TIME	0	0	0			
61-03-53606-122-000	53606-122	HOURLY WAGES-OVERTIME	0	0	0			
61-03-53606-123-000	53606-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
61-03-53606-125-000	53606-125	TEMPORARY WAGES-REGULAR	0	0	0			
61-03-53606-241-000	53606-241	REPAIRS/MAINT-MOTOR VEHICLES	17,517	0	2,000	2,000	5,000	Repair of Vactor rear blower in 2014 for approx. \$14,000
61-03-53606-278-000	53606-278	RADIO MAINT SERVICES	0	0	0			
61-03-53606-314-000	53606-314	SMALL EQUIPMENT	332	0	450	-	200	
61-03-53606-334-000	53606-334	COMMERCIAL TRAVEL EXPENSES	0	0	250		250	
61-03-53606-351-000	53606-351	REPAIR/MAINT SUPPLIES-GASOLINE	143	36	300	200	300	
61-03-53606-352-000	53606-352	REPAIR/MAINT SUPPLIES-MOTOR VE	936	295	1,000	1,000	1,000	
61-03-53607-110-000	53607-110	SALARIES-REGULAR (Tech. Services)	20,171	7,696	23,728	23,728	24,914	
61-03-53607-110-000	53607-110	SALARIES-REGULAR (Planning/Dev.)	71	0	0			
61-03-53607-121-000	53607-121	HOURLY WAGES-CALL TIME	0	0	0			
61-03-53607-122-000	53607-122	HOURLY WAGES-OVERTIME	0	0	0			
61-03-53607-123-000	53607-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
61-03-53607-125-000	53607-125	TEMPORARY WAGES-REGULAR	0	0	0			
61-03-53607-157-000	53607-157	EMPLOYEE EDUCATION & TRAINING	268	0	2,000	500	3,000	
61-03-53607-286-000	53607-286	COMPUTER LICENSE FEES	875	875	5,175	875	5,330	ESRI (Extra license for new employee + annual fee for existing license)
61-03-53607-290-000	53607-290	OTHER OUTSIDE CONTRACTED SERVI	785	3,035	0			
61-03-53607-314-000	53607-310-399	SMALL EQUIPMENT	0	0	0			
61-03-53607-399-000	53607-310-399	MISCELLANEOUS EXPENSE	0	0	0			
61-03-53608-236-000	53608-236	SURFACE MAINT/ROAD RESTORATION	0	0	0			
61-03-53610-157-000	53610-157	EMPLOYEE EDUCATION & TRAINING	0	0	0			
61-03-53610-221-000	53610-221	WATER/SEWER/STORMWATER	372	164	400			
61-03-53610-222-000	53610-222	ELECTRICITY	33,679	19,363	35,000	35,000	35,700	
61-03-53610-223-000	53610-223	SEWER TREATMENT PLANT	109,893	80,992	124,800	107,989	120,882	Charges from Schofield reduced relative to 2014 when water was run for freeze prevention. Possible rate increase from Schofield?
61-03-53610-224-000	53610-224	NATURAL GAS	736	401	750	750	800	
61-03-53610-225-000	53610-225	TELEPHONE	6,534	4,770	6,000	6,534	6,700	Work to eliminate alarm dialers connected to telephone system
61-03-53610-227-000	53610-227	RMMSD-MONTHLY O&M	605,086	474,670	655,200	692,000	707,133	RMMSD has adopted a budget reflecting an overall 2% decrease in revenue requirement as compared to projected 2016.
61-03-53610-236-000	53610-236	SURFACE MAINT/ROAD RESTORATION	0	0	0			
61-03-53610-247-000	53610-247	REPAIRS/MAINT-BUILDINGS	0	0	0			
61-03-53610-278-000	53610-278	RADIO MAINT SERVICES	0	0	0			
61-03-53610-296-000	53610-296	LANDFILL SERVICES	0	0	0			
61-03-53610-299-000	53610-299	EQUIPMENT RENTAL	0	0	0			
61-03-53610-310-000	53610-310	OFFICE SUPPLIES	0	0	0			
61-03-53610-314-000	53610-314	SMALL EQUIPMENT	2,825	789	3,600	1,500	2,500	
61-03-53610-324-000	53610-324	MEMBERSHIP DUES	0	0	0			
61-03-53610-325-000	53610-325-344	REGISTRATION FEES/TUITION	0	0	0			
61-03-53610-334-000	53610-325-344	COMMERCIAL TRAVEL EXPENSES	0	0	0			
61-03-53610-346-000	53610-346	OPERATING SUPPLIES-CLOTHING/UN	0	0	0			
61-03-53610-349-000	53610-349	OPERATING SUPPLIES-ALL OTHER	598	206	900	500	1,000	
61-03-53610-351-000	53610-351	REPAIR/MAINT SUPPLIES-GASOLINE	3,589	1,355	9,000	2,710	4,000	
61-03-53610-352-000	53610-352	REPAIR/MAINT SUPPLIES-MOTOR VE	0	0	500	-	-	
61-03-53610-353-000	53610-353	REPAIR/MAINT SUPPLIES-MACHINER	0	0	500	-	-	
61-03-53610-359-000	53610-359	REPAIR/MAINT SUPPLIES-SEWER	0	0	500	-	-	
61-03-53610-399-000	53610-399	MISCELLANEOUS EXPENSE	100	0	50	-	-	
61-03-53610-531-000	53610-531	RENTS/LEASES/EASEMENTS-LAND (S	2,464	2,369	3,200	2,369	3,000	
61-03-53610-541-000	53610-541	DEPRECIATION EXP-WATER METERS	26,724	0	23,140	28,000	30,000	
61-03-53610-591-000	53610-591	OTHER FIXED CHARGES-TAXES	7,778	0	6,800	8,000	9,000	
61-03-53610-593-000	53610-593	OTHER FIXED CHARGES-METER COST	13,040	0	16,550	14,000	16,550	
61-03-53611-120-000	53611-120	HOURLY WAGES-REGULAR	88	35	100	100	100	
61-03-53611-121-000	53611-121	HOURLY WAGES-CALL TIME	0	0	0			
61-03-53611-122-000	53611-122	HOURLY WAGES-OVERTIME	0	0	0			
61-03-53611-123-000	53611-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
61-03-53611-247-000	53611-247	REPAIRS/MAINT-BUILDINGS	0	0	0			
61-03-53612-110-000	53612-110	SALARIES-REGULAR	0	0	0			
61-03-53612-120-000	53612-120	HOURLY WAGES-REGULAR	14,623	10,995	15,000	16,410	17,231	
61-03-53612-122-000	53612-122	HOURLY WAGES-OVERTIME	226	114	0	170	250	
61-03-53612-123-000	53612-123	HOURLY WAGES-RETROACTIVE PAY	0	0	0			
61-03-53612-125-000	53612-125	TEMPORARY WAGES-REGULAR	0	0	0			
61-03-53612-137-000	53612-137	OUT-OF-CLASSIFICATION PAY	0	0	0			
61-03-53612-139-000	53612-139	BONUS/INCENTIVE PAY	0	0	0			
61-03-53612-157-000	53612-157	EMPLOYEE EDUCATION & TRAINING	0	0	0			
61-03-53612-172-000	53612-172	EMPLOYEE AWARDS	0	0	0			
61-03-53612-199-000	53612-199	LESS: RECYCLING WAGES	-186	0	0			
61-03-53612-213-000	53612-213	ACCOUNTING & AUDITING FEES	4,975	3,150	5,150	5,150	5,300	
61-03-53612-281-000	53612-281	POSTAGE METER LEASE	292	216	600	300	325	
61-03-53612-284-000	53612-284	INTERNET/EMAIL SERVICES	0	0	0	-	-	
61-03-53612-286-000	53612-286	COMPUTER LICENSE FEES	7,063	2,443	9,000	2,443	3,000	2015 included approx. \$5,000 for Beehive
61-03-53612-287-000	53612-287	COMPUTER MAINT SERVICES	919	947	1,300	1,300	1,500	
61-03-53612-290-000	53612-290	OTHER OUTSIDE CONTRACTED SERVI	0	0	0			
61-03-53612-310-000	53612-310	OFFICE SUPPLIES	286	114	200	200	250	
61-03-53612-311-000	53612-311	POSTAGE & BOX RENTAL	4,864	3,078	5,100	5,000	5,000	
61-03-53612-312-000	53612-312	OUTSIDE PRINTING/STATIONERY &	366	1,196	150	1,500	1,500	
61-03-53612-314-000	53612-314	SMALL EQUIPMENT	0	2,283	0	2,283	1,000	
61-03-53612-386-000	53612-386	OTHER SUPPLIES-COMPUTER SOFTW/	0	0	0			
61-03-53612-741-000	53612-741	LOSSES-BAD DEBT EXPENSES	43	0	50	-	-	
61-03-53613-101-000	53613-101	SALARIES-ADMINISTRATOR	4,716	3,139	7,228	7,228	7,445	

61-03-53613-102-000	53613-102	SALARIES-PUBLIC WORKS DIRECTOR	49,016	32,387	51,617	51,617	53,166	
61-03-53613-103-000	53613-103	SALARIES-FINANCE DIRECTOR/TREA	20,394	13,540	22,014	22,014	22,674	
61-03-53613-105-000	53613-105	SALARIES-COMMITTEE MEMBERS	358	0	806	806	830	
61-03-53613-106-000	53613-106	SALARIES-COMMUNITY DEVELOPMENT	0	4,122	0	5,496	5,661	
61-03-53613-107-000	53613-107	SALARIES-HUMAN RESOURCES	5,151	3,355	5,151	5,151	5,306	
61-03-53613-110-000	53613-110	SALARIES-REGULAR	0	188	0	251	300	
61-03-53613-120-000	53613-120	HOURLY WAGES-REGULAR	18,412	4,597	7,647	18,964	18,961	
61-03-53613-122-000	53613-122	HOURLY WAGES-OVERTIME	328	69	200	300	300	
61-03-53613-131-000	53613-131/132/134	SICK LEAVE PAY	0	0	0	0	0	
61-03-53613-132-000	53613-131/132/134	VACATION PAY	-1,642	0	0	0	0	
61-03-53613-133-000	53613-133	LONGEVITY PAY	0	0	0	0	0	
61-03-53613-134-000	53613-131/132/134	HOLIDAY PAY	684	0	0	0	0	
61-03-53613-136-000	53613-136	MEETING PAY-CLERICAL STAFF	10	0	269	0	0	
61-03-53613-139-000	53613-139	BONUS/INCENTIVE PAY	0	0	0	0	0	
61-03-53613-151-000	53613-151	SOCIAL SECURITY	12,897	8,057	14,014	14,014	14,434	
61-03-53613-152-000	53613-152	RETIREMENT-EE/ER SHARE	11,431	6,959	12,089	12,089	12,452	
61-03-53613-153-000	53613-153	RETIREMENT-UNFUNDED LIABILITY	0	0	0	-	-	
61-03-53613-154-000	53613-154	HEALTH INSURANCE	22,008	11,345	33,452	33,452	34,456	
61-03-53613-155-000	53613-155	LIFE INSURANCE	446	335	319	319	329	
61-03-53613-156-000	53613-156	WORKER'S COMP INSURANCE	2,729	2,486	3,654	3,654	3,764	
61-03-53613-157-000	53613-157	EMPLOYEE EDUCATION & TRAINING	1,631	1,907	2,000	2,500	5,000	
61-03-53613-159-000	53613-159	OTHER EMPLOYER CONTRIBUTIONS	0	0	0	0	0	
61-03-53613-162-000	53613-162/346	COVERALLS/UNIFORMS	195	69	0	195	195	
61-03-53613-164-000	53613-164	EMPLOYEE HEALTH TESTS	145	323	175	500	1,000	
61-03-53613-167-000	53613-167	INCOME CONTINUATION INSURANCE	0	0	1,145	0	0	
61-03-53613-172-000	53613-172	EMPLOYEE AWARDS	99	0	0	0	0	
61-03-53613-196-000	53613-196	LESS: WAGES ALLOCATED ELSEWHERE	0	0	0	0	0	
61-03-53613-199-000	53613-199	LESS: RECYCLING FRINGES	0	0	0	0	0	
61-03-53613-212-000	53613-212	LEGAL SERVICES	6,392	796	6,500	6,500	7,000	
61-03-53613-215-000	53613-215	ARCHITECTURAL & ENGINEERING FE	0	0	50,000	35,000	40,000	Northwestern Ave. feasibility, Master Plan for area in Town, CMOM development, Ordinance revision, Rate review.
61-03-53613-225-000	53613-225	TELEPHONE	497	229	600	500	500	
61-03-53613-242-000	53613-242	REPAIRS/MAINT-OTHER MACH & EQU	0	0	0	0	0	
61-03-53613-247-000	53613-247	REPAIRS/MAINT-BUILDINGS	0	0	0	0	0	
61-03-53613-286-000	53613-286	COMPUTER LICENSE FEES	0	9,698	9,000	9,698	4,278	Beehive
61-03-53613-290-000	53613-290	OTHER OUTSIDE CONTRACTED SERVI	2,308	7,676	17,600	10,000	10,000	Primarily answering service and Digger's Hotline charges. 2016 includes Charges from Rothg Professional Services for Sewer Condition Assessment RFP and MSA Professional Services for Ordinance Development - Move those to 215
61-03-53613-310-000	53613-310	OFFICE SUPPLIES	43	57	250	200	200	
61-03-53613-311-000	53613-311	POSTAGE & BOX RENTAL	1,180	0	0	0	0	
61-03-53613-312-000	53613-312	OUTSIDE PRINTING/STATIONERY &	951	0	0	0	0	
61-03-53613-314-000	53613-314	SMALL EQUIPMENT	580	0	580	0	0	
61-03-53613-321-000	53613-321	PUBLICATION FEES-LEGAL NOTICES	0	0	0	0	0	
61-03-53613-322-000	53613-322	SUBSCRIPTIONS-NEWSPAPERS/PERIO	0	0	110	0	0	
61-03-53613-324-000	53613-324	MEMBERSHIP DUES	619	610	650	610	1,000	
61-03-53613-325-000	53613-325	REGISTRATION FEES/TUITION	0	0	100	0	0	
61-03-53613-326-000	53613-326	ADVERTISING	0	0	0	0	0	
61-03-53613-327-000	53613-327	PUBLIC RELATION EXPENSES	0	0	0	0	0	
61-03-53613-328-000	53613-328	NEWSLETTER EXPENSES	0	0	0	0	0	
61-03-53613-332-000	53613-332	EMPLOYEE AUTOMOBILE ALLOWANCE	0	0	50	0	0	
61-03-53613-334-000	53613-334/335	COMMERCIAL TRAVEL EXPENSES	30	0	75	-	0	
61-03-53613-335-000	53613-334/335	MEETING EXPENSES	208	172	75	200	250	
61-03-53613-346-000	53613-162/346	OPERATING SUPPLIES-CLOTHING/UN	138	0	0	0	0	
61-03-53613-353-000	53613-353	REPAIR/MAINT SUPPLIES-MACHINER	0	0	200	0	0	
61-03-53613-359-000	53613-359	REPAIR/MAINT SUPPLIES-SEWER	0	0	0	0	0	
61-03-53613-386-000	53613-386	OTHER SUPPLIES-COMPUTER SOFTW/	0	0	75	0	0	
61-03-53613-390-000	53613-390	OTHER SUPPLIES-ALL OTHER SUPPL	6	0	0	0	0	
61-03-53613-399-000	53613-399	MISCELLANEOUS EXPENSE	16	0	0	0	0	
61-03-53613-511-000	53613-511-512	INSURANCE-BUILDINGS	2,862	0	0	2,862	2,862	
61-03-53613-512-000	53613-511-512	INSURANCE-VEHICLES/EQUIPMENT	2,257	1,070	0	2,257	2,257	
61-03-53614-346-000	53614-346	OPERATING SUPPLIES-CLOTHING/UN	0	0	0	0	0	
61-03-53614-541-000	53614-541	DEPREC EXP-SEWER FIXED ASSETS	656,409	0	660,000	660,000	660,000	
61-03-53614-614-000	53614-614	PRINCIPAL-RMMSD	0	0	0	0	0	
61-03-53780-351-000		REPAIR/MAINT SUPPLIES-GASOLINE	0	0	0	0	0	
61-08-53614-614-000	53614-614	PRINCIPAL-RMMSD	0	0	0	0	0	
61-08-53614-624-000	53614-624	INTEREST-RMMSD	0	0	0	0	0	
61-08-58309-621-000	58300-621-622	INT-BONDS PAYABLE/2000B SEWER	0	0	0	0	0	
61-08-58312-621-000	58300-621-622	INT-BONDS PAYABLE/2001B SEWER	0	0	0	0	0	
61-08-58317-621-000	58300-621-622	INT-BONDS PAYABLE/1998E SEWER	0	0	0	0	0	
61-08-58323-622-000	58300-621-622	INT-NOTES PAYABLE/2003 G.O. NO	0	0	0	0	0	
61-08-58325-622-000	58300-621-622	INT-NOTES PAYABLE/2004 G.O. NO	0	0	0	0	0	
61-08-58332-622-000	58300-621-622	INT-NOTES PAYABLE/2005 G.O. NO	79	0	0	0	0	
61-08-58344-621-000	58300-621-622	INT-BONDS PAYABLE/2008 BONDS	97,591	47,686	0	90,000	71,000	
61-08-58400-212-000	58400-212	LEGAL SERVICES	0	0	0	0	0	
61-08-58400-311-000	58400-311	POSTAGE & BOX RENTAL	0	0	0	0	0	
61-10-59910-542-000	59910-542	AMORT EXP-BOND DISCOUNTS	2,351	0	2,351	2,351	2,351	
61-10-59910-543-000	59910-543	AMORT EXP-DEBT ISSUE COSTS	0	0	0	0	0	
61-10-59910-544-000	59910-544	AMORT EXP-LOSS ON REFUNDING	19,659	0	19,659	19,659	19,659	

Higher dollar value items in sewer utility operating budget for 2016 & 2017

Sewer Utility Operating Budget

Account Description	2016 Budget	Description	Priority	Revised Estimates		
				2016	2017	
Televising, Outside Contracted Services	100,000	Anticipated starting condition assessments of sanitary sewer system.	A	10,000	100,000	May have to devote some of this to cleaning/televising of Ross Ave. sewer in Schofi
Sewage Treatment Schofield	124,800	Billing from Schofield for interdependent area in northwest part of system	A	107,989	120,882	Anticipating a rate increase from Schofield, Working on IGA
Administrative Salaries	94,663	Allocations from Administrator, Planning & Development, Public Works	A	111,827	114,643	Salary allocations were increased in 2016 and proposed to do so in 2017
Administrative Expense, Architectural & Engineering Fees	50,000	Professional services needed for various studies	A	35,000	40,000	2016 includes charges from Roth Professional Services for RFP preparation (ordinance and sewer condition assessments); MSA contract for ordinance. 2017 amount is for potential planning studies.
Add Utility Technician Position at \$35/hr 1/2 Sewer and 1/2 Water + 40% benefits	-			-	50,960	Budget amount is very conservative
No-Fault Sewer Back-up Insurance	-	Village has not traditionally taken out this insurance	B	-	27,000	
Uniform/Clothing Allowance		Considering changing from a uniform contract to an annual employee allowance for clothing	B			
Interest Income	(100,000)			(100,000)	(100,000)	Budget amount for interest income for 2016 and 2017 is approx. \$90,000 less than 2015 Actual
	<u>369,463</u>			<u>264,816</u>	<u>453,485</u>	
					188,669	

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

December 5, 2016

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



Memo



To: John Jacobs, Finance Director
From: Michael Wodalski, Deputy Director of Public Works
CC: Daniel Guild, Village Administrator
Keith Donner, Director of Public Works
Donna Stroik, Deputy Finance Director
Date: 10/31/16
Re: Preliminary 2017 Storm Water Budget

The following is some background and clarification to notes on the budget spreadsheets submitted to John Jacobs, a copy of which is also attached.

Storm Sewer Maintenance DPW (53653) –

In general, storm water has been an underfunded account over recent years. By keeping rates flat there hasn't been much in terms of excess funds. However, as the debt starts dropping off in 2016 there appears to be almost \$200,000 freed up for 2017 and beyond (See notes from John Jacobs' email which is attached which shows this roughly \$200,000 going towards repaying a loan from the Sewer Utility for 2017, 2018 and part of 2019). With that being the case there is an opportunity to bring activities back to the storm water utility rather than the general fund. For the most part these are activities which were originally envisioned to be funded through the storm water utility because they logically were/are related to drainage or suspended solids reduction (the focus of our Municipal Separate Storm Sewer System (MS4) permit compliance). Although, these likely won't be able to come back to the Storm Water Fund until 2019.

The two main items that make the most sense to bring back to the storm water fund are street sweeping and inlet cleaning. Both of these activities are stated as part of our DNR compliance with the MS4 permit. As such, it would be prudent that the costs associated with these activities be funded by the appropriate fund.

A third item is rural ditch mowing. This item was originally indicated to be a storm water utility activity since it aids in maintaining good water flow in ditches.

Owing to difficulties in staffing for right-of-way maintenance in general, these activities could be put back on the storm water utility program. Additional staffing for storm water functions should be added in the near future, in which one or two full-time employees should be paid for by the utility. The aforementioned items as well as some other maintenance items (such as detention pond maintenance) are not being completed as often as they should due to a lack of staff time currently.

- **120 – Hourly Wages:** The narrative above and the note on the Excel sheet reference the need to add staff. There are many routine maintenance items that are being neglected due to the fact there isn't any staff available to perform those tasks, most notably street sweeping and inlet cleaning. If it wasn't for the need to repair failed storm water inlets (which keep popping up each year) there would be fairly minimal time spent on storm water related functions. There should be more time spent inspecting these structures to prevent total failure from occurring. The tasks currently in the PW budget such as street sweeping and mowing could also be brought back to the storm water fund to help alleviate some of the general fund costs for items

directly related to our MS4 permit through the DNR. As mentioned in the Public Works memo, 3 of the 9 existing employees are likely to retire within the next 5 years. This could potentially leave us with a large knowledge gap if we do not have new employees hired and trained prior to the existing employees departure.

- **290 – Other Outside Contracted Services:** This is primarily for asphalt and concrete patches performed by outside contractors. This past year Norcon made several repairs to inlets and manholes at times when staff wasn't available. In addition to inlet failures, the large 72" outfall near Pleasant View Dr. had a slight joint failure which was repaired near the end of 2016. In addition to the joint failure, it was noted that the flowline of the pipes is starting to be eroded away by the water. This is an important pipe that outlets water for much of the part of the Village between Normandy, Schofield Ave, and Birch St. This pipe also happens to run through the Crystal Finishing Complex on Ross. Proper maintenance of this pipe is essential in preserving the drainage for this core part of the Village. In 2017 we should televise this pipe segment and get an assessment of the condition of the pipe and what the necessary repairs should be. This is one of several large diameter storm water pipes and we should begin regular inspections of these pipes to help prevent a catastrophic failure.
- **360 – Repair/Maint Supplies-Stormwater:** This item has been used for materials purchased and installed by the Village. Primarily asphalt and concrete for inlet repairs. These are typically small areas that we are equipped to do with our own staff. Similar to 290 above though, with the quantity of inlets failing recently the budget should be increased to account for the increased expenses.
- **390 – Other Supplies:** This category has been used for culvert pipe, drain tile, inlet bases, castings, etc. Similar to the other categories above, the price of materials has gone up and with the majority of our curb and gutter infrastructure getting to the 15-20 year mark we are experiencing a lot of inlet failures that are requiring replacement. Additionally, there are usually 5-10 culverts each year that get replaced and those prices keep increasing as well. This past year there was a need to purchase new castings and manholes in certain spots which drove the cost up and with this being the trend we would recommend that this budget line item be increased for the upcoming years.

From: [John Jacobs](#)
To: [Daniel Guild](#)
Cc: [Keith Donner](#); [Michael Wodalski](#); [Donna Stroik](#)
Subject: 2017 Stormwater Utility Fund Budget - proposed
Date: Friday, December 2, 2016 12:27:00 PM
Attachments: [63 Stormwater Utility Fund 2017 Budget - for Daniel to review for 12-05-2016 VB Meeting.pdf](#)

Daniel, Keith, and Michael:

Here is the 2017 Stormwater Utility Fund Budget as proposed at this time for the 12/05/2016 upcoming VB and PIC meetings.

Please note that the annual debt service payment (last page of attachment) will continue to fall annually between 2017 and 2020, and will hit the "floor" by 2020.....and remain relatively constant between 2020-2027.

Beginning with the 2016 year almost completed, I am **projecting a "cash surplus" of about \$38,485** (not a fund balance surplus)after paying the principal payment of \$555,506 in 2016....., which surplus will then be applied to finally begin repaying the Sewer Utility Fund advance (which the Stormwater Utility Fund has previously received).

At the end of the next few years and with the 2016-2018 data attached here, I am expecting the Loan balance to the Sewer Utility will be the following in the next few years:

12/31/2014 = \$257,862
12/31/2015 = \$390,641
12/31/2016 = \$352,156
12/31/2017 = \$216,371
12/31/2018 = \$46,219
12/31/2019 = \$0 (fully repaid back during 2019 year)

This assumes that the Stormwater Utility rate remains at \$50 through 2019, and that the Stormwater Utility Fund does NOT incur any more debt during that time. If the Stormwater Rate does increase higher in 2018, then the Loan balance to the Sewer Utility would likely be paid up in full during 2018 (instead of 2019).

Hopefully, this answers most questions for the Stormwater Utility Fund.

John

Stormwater Utility Fund

	2015 Actual	2016 Budget	2016 Estimate	2017 Proposed Budget	2018 Financial Plan
Net Assets, January 1	\$ 9,353,771	\$ 9,437,947	\$ 9,437,947	\$ 9,489,483	\$ 9,553,137
REVENUES					
Stormwater User Fees	\$ 603,101	\$ 631,050	\$ 630,735	\$ 632,350	\$ 632,350
Stormwater Permits	1,850	2,000	2,700	2,500	2,500
Stormwater Services	-	-	200	100	100
Other Operating Revenue	1,502	1,400	1,400	1,400	1,400
Build America Bonds Rebate	2,675	2,192	2,204	1,684	1,147
Interest Income	18,248	8,000	8,000	8,000	8,000
Gain (Loss) on Sale of Capital Assets	-	-	-	-	-
Total Revenues	\$ 627,376	\$ 644,642	\$ 645,239	\$ 646,034	\$ 645,497
EXPENSES					
Program Management	\$ 19,317	\$ 28,729	\$ 17,470	\$ 22,991	\$ 23,041
Storm Sewer Maintenance	65,720	52,523	79,629	76,593	77,725
Public Education/Outreach	-	-	-	-	-
Interest Expense & Fiscal Charges	142,532	126,385	126,604	112,796	96,838
Other Financing Uses/Transfers	-	-	-	-	-
Total Expenditures	\$ 227,569	\$ 207,637	\$ 223,703	\$ 212,380	\$ 197,604
Net Income – before Depreciation and Capital Contributions	\$ 399,807	\$ 437,005	\$ 421,536	\$ 433,654	\$ 447,893
Less: Depreciation	366,899	373,000	370,000	370,000	370,000
Net Income – after Depreciation	\$ 32,908	\$ 64,005	\$ 51,536	63,654	\$ 77,893
Plus: Capital Contributions	51,268	-	-	-	-
Net Income – after Capital Contributions	\$ 84,176	\$ 64,005	\$ 51,536	\$ 63,654	\$ 77,893
Net Assets, December 31	\$ 9,437,947	\$ 9,501,952	\$ 9,489,483	\$ 9,553,137	\$ 9,631,030

VILLAGE OF WESTON
 2017 OPERATING BUDGET REQUEST
 AND 2018 FINANCIAL PLAN
 SUPPLEMENTARY DETAIL SHEET
 FOR STAFFING AND SALARIES

Department/Office: Public Works	Budget: Stormwater Utilities
Program: Enterprise Funds	Submitted by: Keith Donner

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2016 Current		2017 Proposed Budget		2018 Financial Plan		Approved Budget for 2016	Current Estimate for 2016	Proposed Budget for 2017	Financial Plan for 2018
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.				
<u>FULL TIME</u>										
Maintenance Worker	16.75-24.10/Hr.	0.41	17.25-24.85/Hr.	0.41	17.25-24.85/Hr.	0.41	\$19,000	\$19,000	\$19,000	\$19,000
Utility Clerk	22.00/Hr.	0.11	22.65/Hr.	0.11	22.65/Hr.	0.11	10,000	5,000	5,150	5,150
Subtotal							29,000	24,000	24,150	24,150
<u>OTHER COMPENSATION</u>										
Overtime							700	700	700	700
Out-of-Class. Pay							0	0	0	0
TOTAL	XXX	0.52	XXX	0.52	XXX	0.52	\$29,700	\$24,700	\$24,850	\$24,850

VILLAGE OF WESTON
Stormwater Utility Fund
2017 OPERATING BUDGET
(and 2018 FINANCIAL PLAN)

ACCOUNT DESCRIPTION	SUB ACCOUNT #	2015	2016	2016	2016	2017	2017	2018
		ACTUAL	Y-T-D (at 8/31/16)	ESTIMATE	BUDGET	PROPOSED BUDGET	BUDGET CHANGE	FINANCIAL PLAN
REVENUES								
<u>STORMWATER USER FEES (46324)</u>								
ERU Charges-Residential	920	208,477	135,579	215,950	215,200	217,000		217,000
ERU Charges-Commercial	921	344,565	191,595	302,755	363,600	303,000		303,000
ERU Charges-Industrial	922	6,034	38,284	66,330	6,300	66,400		66,400
ERU Charges-Public Authorities	923	36,422	26,111	37,800	38,000	38,000		38,000
ERU Charges-Tax Exempt Prop.	927	7,603	5,467	7,900	7,950	7,950		7,950
STORMWATER USER FEES		603,101	397,036	630,735	631,050	632,350	1,300	632,350
<u>STORMWATER PERMITS (46325)</u>								
Drainage Review Permits	000	1,850	2,450	2,700	2,000	2,500		2,500
STORMWATER PERMITS		1,850	2,450	2,700	2,000	2,500	500	2,500
<u>OTHER OPERATING REVENUE (46326/48700)</u>								
Forfeited Discounts Penalty	930	1,289	964	1,400	1,400	1,400		1,400
Misc Other Revenue - Unbudgeted	000	213	0	0	0	0		0
OTHER OPERATING REVENUE		1,502	964	1,400	1,400	1,400	0	1,400
<u>STORMWATER SERVICES (46327/46328)</u>								
ERU Credit Application	000	0	0	0	0	0		0
Other Stormwater Services	000	0	156	200	0	100		100
STORMWATER SERVICES		0	156	200	0	100	100	100
<u>INTEGOVERNMENTAL REVENUES (43310)</u>								
Fed Aids-Bld Amer Bonds Rebate	000	2,675	2,204	2,204	2,192	1,684		1,147
INTEREST INCOME		2,675	2,204	2,204	2,192	1,684	(508)	1,147
<u>INTEREST INCOME (48110)</u>								
Interest on Investments - Earned	001	18,248	937	8,000	8,000	8,000		8,000
INTEREST INCOME		18,248	937	8,000	8,000	8,000	0	8,000
<u>NONOPERATING REVENUE (48300)</u>								
Gain/Loss on Sale of Equipment	000	0	0	0	0	0		0
NONOPERATING REVENUE		0	0	0	0	0	0	0
REVENUES - Subtotal		627,376	403,747	645,239	644,642	646,034	1,392	645,497
						Percent Budget Change		
							0.22%	-0.08%
<u>OTHER FINANCING SOURCES (48550)</u>								
Capital Contributions	941-947	51,268	0	0	0	0		0
OTHER FINANCING SOURCES		51,268	0	0	0	0	0	0
REVENUES - Grand Total		678,644	403,747	645,239	644,642	646,034	1,392	645,497
						Percent Budget Change		
							0.22%	-0.08%

VILLAGE OF WESTON
Stormwater Utility Fund
2017 OPERATING BUDGET
(and 2018 FINANCIAL PLAN)

ACCOUNT DESCRIPTION	SUB ACCOUNT #	2015	2016	2016	2016	2017	2017	2018
		ACTUAL	Y-T-D (at 8/31/16)	ESTIMATE	BUDGET	PROPOSED BUDGET	BUDGET CHANGE	FINANCIAL PLAN
EXPENSES								
PROGRAM MANAGEMENT (53652)								
Salaries-Committee Members	105	192	0	433	433	433		433
Salaries-Stormwater Util. Mgr.	110	0	0	0	0	0		0
Hourly Wages	120	4,306	3,040	4,706	10,000	5,006		5,006
Hourly Wages-Overtime	122	386	141	150	0	0		0
Temporary Wages	125	0	0	0	0	0		0
Vacation/Sick/Holidays	131/132/134	0	0	0	0	0		0
Longevity Pay	133	0	0	0	0	0		0
Meeting Pay-Clerical Staff	136	6	0	144	0	144		144
Social Security	151	362	234	416	799	427		427
Wisconsin Retirement	152	319	210	330	663	350		350
Health/Dental Insurance	154	216	101	139	1,736	155		155
Life Insurance	155	28	21	28	60	29		29
Worker's Comp. Ins.	156	13	9	12	25	10		10
Employee Education & Training	157	0	0	0	0	0		0
Employee Health Test	164	0	0	0	0	0		0
Income Continuation Insurance	167	0	0	0	63	32		32
Legal Services	212	0	0	0	0	0		0
Accounting & Auditing Fees	213	1,400	950	1,525	1,450	1,650		1,700
Telephone	225	0	0	0	0	0		0
State Inspection/Permit Fees	279	2,000	2,000	2,000	2,000	2,000		2,000
Computer License Fees	286	4,810	532	532	5,000	5,000		5,000
Computer Maintenance Service	287	0	0	0	0	0		0
Other Outside Contracted Service	290	0	0	0	0	0		0
Office Supplies & Expenses	310	1	0	0	0	0		0
Postage	311	3,470	2,523	4,000	4,000	4,000		4,000
Outside Printing	312	276	984	1,500	700	1,000		1,000
Publication Fees-Legal Notices	321	19	0	0	50	50		50
Subscriptions-Newspapers/Periodic	322	0	0	0	0	0		0
Registration Fees/Tuition	325	0	0	0	0	0		0
Advertising	326	0	0	0	0	0		0
Public Relation Exps/Public Outreach	327	1,500	1,500	1,500	1,500	2,500		2,500
Newsletter Expenses	328	0	0	0	0	0		0
Emp Auto Allowance	332	0	0	0	0	0		0
Commercial Travel Expense	334	0	0	0	0	0		0
Meeting Expenses	335	0	0	0	0	0		0
Lodging	336	0	0	0	0	0		0
Other Supplies-Field Supplies	371	0	0	0	150	150		150
Other Supplies - All Other Supplies	390	3	0	0	0	0		0
Losses-Bad Debt Expense	741	10	37	55	100	55		55
PROGRAM MANAGEMENT		19,317	12,282	17,470	28,729	22,991	(5,738)	23,041

VILLAGE OF WESTON
Stormwater Utility Fund
2017 OPERATING BUDGET
(and 2018 FINANCIAL PLAN)

ACCOUNT DESCRIPTION	SUB ACCOUNT #	2015 ACTUAL	2016 Y-T-D (at 8/31/16)	2016 ESTIMATE	2016 BUDGET	2017	2017	2018
						PROPOSED BUDGET	BUDGET CHANGE	FINANCIAL PLAN
STORM SEWER MAINT. - DPW STREETS (53655)								
Hourly Wages	120	27,799	22,284	19,000	19,000	19,000		19,000
Hourly Wages-Call Time	121	54	46	0	0	0		0
Overtime Wages	122	716	145	700	700	700		700
Temporary Wages	125	235	0	0	0	0		0
Out-of-Classification Pay	137	0	0	0	0	0		0
Social Security	151	2,105	1,642	1,507	1,510	1,507		1,507
Retirement-Employer Share	152	1,925	1,483	1,300	1,301	1,340		1,340
Health Insurance	154	4,444	4,373	5,477	5,456	6,243		7,375
Life Insurance	155	84	65	34	33	34		34
Worker's Comp Insurance	156	1,734	1,366	1,107	1,100	916		916
Income Continuation Insurance	167	0	0	0	123	123		123
Electricity	222	306	214	400	300	400		400
Outside Services	290	13,428	8,619	12,000	10,000	12,000		12,000
Equipment Rental	299	0	0	1,664	0	3,330		3,330
Publication Fees - Legal Notice	321	0	0	0	0	0		0
Repair/Maint Supplies	360	906	0	7,500	2,000	5,000		5,000
Other Supplies - Field Supplies	371	1,289	180	1,640	1,000	1,000		1,000
Other Supplies	390	10,695	27,012	27,300	10,000	25,000		25,000
STORM SEWER MAINT.		65,720	67,429	79,629	52,523	76,593	24,070	77,725
OTHER EXPENSES (53690)								
Depreciation	541	366,899	0	370,000	373,000	370,000		370,000
OTHER EXPENSES		366,899	0	370,000	373,000	370,000	(3,000)	370,000
DEBT SERVICE (58300/58400 - 59910)								
Interest on Long-term Debt	621-622	127,200	58,957	117,597	117,578	105,400		94,274
Bond Issue Expenses	212-312	0	0	0	0	0		0
Interest on Interfund Loan	625	564	0	600	400	600		600
Amortiz. Exp.-Bond Discounts	542	1,964	0	1,964	1,964	1,964		1,964
Amortiz. Exp.-Debt Issue Costs	543	0	0	0	0	0		0
Amort. Loss on refunding	544	12,804	0	6,443	6,443	4,832		0
DEBT SERVICE		142,532	58,957	126,604	126,385	112,796	(13,589)	96,838
EXPENSES		594,468	142,771	593,703	580,637	582,380	1,743	567,604
						Percent Budget Change		-2.54%
NET INCOME (LOSS) - before Deprec. & before Capital Contributions		399,807	260,976	421,536	437,005	433,654	(3,351)	447,893
						Percent Budget Change		3.28%
NET INCOME (LOSS) - after Deprec., but before Capital Contributions		32,908	260,976	51,536	64,005	63,654	(351)	77,893
						Percent Budget Change		22.37%
NET INCOME (LOSS) - after Deprec. & after Capital Contributions		84,176	260,976	51,536	64,005	63,654	(351)	77,893
						Percent Budget Change		22.37%

Stormwater Utility Fund Debt Schedule

Year	Principal	Interest	Total	Total Cumulative Outstanding Principal
2016				\$ 2,510,555.38
2017	\$ 297,869.05	\$ 105,400.21	\$ 403,269.26	\$ 2,212,686.33
2018	\$ 277,741.10	\$ 94,274.01	\$ 372,015.11	\$ 1,934,945.23
2019	\$ 214,945.23	\$ 83,012.54	\$ 297,957.77	\$ 1,720,000.00
2020	\$ 185,000.00	\$ 73,976.26	\$ 258,976.26	\$ 1,535,000.00
2021	\$ 195,000.00	\$ 66,365.02	\$ 261,365.02	\$ 1,340,000.00
2022	\$ 205,000.00	\$ 57,980.02	\$ 262,980.02	\$ 1,135,000.00
2023	\$ 215,000.00	\$ 49,165.02	\$ 264,165.02	\$ 920,000.00
2024	\$ 215,000.00	\$ 39,920.02	\$ 254,920.02	\$ 705,000.00
2025	\$ 225,000.00	\$ 30,675.02	\$ 255,675.02	\$ 480,000.00
2026	\$ 235,000.00	\$ 21,000.02	\$ 256,000.02	\$ 245,000.00
2027	\$ 245,000.00	\$ 10,718.76	\$ 255,718.76	\$ -
2028	\$ -	\$ -	\$ -	\$ -
2029	\$ -	\$ -	\$ -	\$ -
2030	\$ -	\$ -	\$ -	\$ -
2031	\$ -	\$ -	\$ -	\$ -
Totals	<u>\$ 2,510,555.38</u>	<u>\$ 632,486.90</u>	<u>\$ 3,143,042.28</u>	

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

December 5, 2016

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



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

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

ITEM DESCRIPTION: **REVIEW OF 2016 STREET MAINTENANCE ACTIVITIES**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, DECEMBER 5, 2016
VILLAGE BOARD OF TRUSTEES; MONDAY, DECEMBER 5, 2016**

POLICY QUESTION: What work was completed in 2016 and how did it fit into the 2016 budget?

RECOMMENDATION TO: Acknowledge 2016 Street Maintenance Activities.

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 type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | |
| | <input type="checkbox"/> Proclamation | |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: **Surface Maintenance Fund**
- Budget Line Item: _____
- Budgeted Expenditure: **\$450,000**
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: The surface maintenance plan and subsequent projects were approved throughout the summer as projects were awarded.

BACKGROUND:

Every year there is a large lump sum amount in the Public Works Surface Maintenance Budget with a preliminary plan submitted as to how those funds will be spent. The following report is intended to highlight where the funds were spent, what projects were done, which ones were deferred, etc. and give the Committee and Board a year-end review of how that fund was utilized.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

2016 Street Maintenance Summary Report
Map showing where projects are located

**VILLAGE OF WESTON
STAFF REPORT**

REPORT TOPIC:	2016 Street Maintenance Review
REPORT PREPARED BY:	Michael Wodalski, Deputy Director of Public Works
REPORT PREPARED FOR:	Property and Infrastructure Committee/Village Board
REPORT DATE:	Thursday December 1, 2016

Introduction

In the beginning of 2016 a plan was presented to the Property and Infrastructure Committee as well as the Village Board of Trustees at the May 2, 2016 meetings. At this time, the preliminary plan was approved (See attached) as well as several bids were awarded that night for Crack Sealing, Chip Sealing, Asphalt Overlays, and the Ross Ave Bridge Deck Repair. The budgeted line item is a lump sum of \$450,000, however a detailed plan is attached to that line item showing where the planned funds are meant to be spent.

Allocation of Funds and Projects Completed

The table below shows the projects that were completed by maintenance type (crack seal, chip seal, overlay, etc.) as well as the original estimate and the final costs. (The detailed breakdown for each project is attached for further information)

The actual expenses total more than the budgeted amount of \$450,000, however other funds within the Public Works Budget were identified to be lower than budgeted and used to make up the difference. The main source of “revenue” was from the budget for fuel. Fuel costs have fluctuated in recent past and we’ve had some years where costs neared \$90,000 and with that being the case we’ve been budgeting for the worst case scenario which would have been a rise in fuel costs. However, costs stayed fairly flat this year and as a result, we are projecting fuel costs to come in \$30,000 less than expected. Additionally, we received a partial grant for the concrete repairs on Schofield Ave through the Local Road Improvement Project Fund which came in just under \$28,000 and then funds from the centerline pavement marking fund were not fully used so \$9,000 from that line item is projected to be shifted over. All in all, we still exceeded budget by just over \$6,000, but overall, the Public Works Street Operations Budget (Account 53310) will come in right around budget.

Expenses

Project Type	Original Estimate	Actual Cost	(Actual – Original)	Miles Treated
Chip Seal	\$74,723.20	\$64,263.21	(\$10,459.99)	2.49
Micro-Surfacing	\$11,306.25	\$12,345.85	\$1,039.60	0.18
Overlays/Surface Patching	\$161,470.00	\$211,859.82	\$50,389.82	3.16
Crack Sealing	\$65,000.00	\$58,501.87	(\$6,498.13)	18.28
Concrete Repairs	\$125,000.00	\$176,325.85	\$51,325.85	0.24
Total Expenses	\$437,499.45	\$523,296.60	\$85,797.15	

Revenues

Revenue Source	Original Estimate	Actual Cost	(Actual – Original)
Local Road Improvement Grant	\$27,915.79	\$27,915.79	\$0.00
Pavement Marking Fund	\$0.00	\$9,000.00	\$9,000.00
Gasoline Fund	\$0.00	\$30,000.00	\$30,000.00
Total Revenues	\$27,915.79	\$66,915.79	\$39,000.00

At the end of the day, the Total Expenses was \$523,296.60 with extra revenues then of \$66,915.79 which brings us to the net expense of \$456,380.81 which is \$6,380.81 over budget or 1.4% over budget.

Miles Treated

The Village in total has 117.20 centerline miles of roads. In a true proactive maintenance approach, streets should receive a surface treatment approximately every 6 years on the aggressive end or at least every 10 years. If we use the 10-year treatment cycle, that equates to just a little under 12 miles of road needing treatment each year. One caveat is that surface maintenance excludes crack sealing as that is a treatment that should be done every 2-3 years on asphalt streets (asphalt streets account for 110 miles of road).

With that in mind, in 2016 we were able to treat 6.07 miles of street which is **just over half** of what we should be doing on an annual basis. In addition to that we should be crack sealing a little over 30 miles of road each year and we were just over **60%** of that goal with 18.28.

All in all, we're stretching our dollars the best we can, but are falling behind on maintenance activities. This inevitably leads us down the road of having to use more expensive treatments which allows us to treat fewer miles of road with the same amount of dollars.

Looking at the aggressive schedule of treatments every 6 years, we would be treating just over 19 miles of road a year, or roughly 3 times as many miles as we were able to treat this past year. Those miles would breakdown to be:

- 3.7 miles of Overlays
- 3.7 miles of Pulverizations and Repaving
- 0.1 miles of Concrete Repairs
- 4.4 miles of Microsurfacing
- 7.3 miles of Chipseal

Funding Gap

This schedule along with crack sealing roughly 36 miles of street each year would require an additional \$1,076,015 per year on top of the existing \$450,000 for a total of roughly \$1,500,000 each year for street maintenance. In addition to maintaining our roads, a sustainable replacement plan would require that about 2.2 miles of streets be reconstructed each year (the cost for the reconstructs is not included in the above cost projections). At that rate, each street would be replaced approximately once every 50 years, which if properly maintained is feasible.

However, we understand that those funding levels are not realistic at this time, but in that scenario we could develop a reliable pavement replacement and rehabilitation plan that would ensure quality pavement conditions throughout the Village.

The industry standards and the miles to be covered come from a presentation and tool that I picked up/learned about while attending the American Public Works Association Conference this past summer in

Minneapolis. This tool was put together by the Minnesota Local Road Research Board to help county and municipal agencies determine what their funding gaps are based on what the communities current practice is and what the industry standard should be. I've included the table which shows that with reconstructions and maintenance efforts, the Village of Weston is almost \$2.2 Million short each year for street funding. This is a typical finding for communities across the nation and is a big reason why transportation funding is starting to gain some momentum as our current efforts are not enough to keep up with the demand we have.

The Village is lucky to have fairly good roads, but our goal should be to ensure they stay that way. The 2017 plan has an estimated 8.2 miles being treated by focusing on more of the lower cost options and not having a costly bridge deck repair. However, this is still less than half of the miles we should be treating on a yearly basis in an ideal situation.

Table 1: Funding Gap Analysis utilizing the Minnesota Local Road Research Board tool. Note: Future Costs include a 5% inflation factor. The Current Practice Miles/Yr is based on the average miles treated in the Village of Weston between 2011 and 2015.

		Village of Weston								
		Industry	Current	Gap* (Industry vs Current)	Gap* (Industry vs Current)					
					1	5	10	15	20	
Maintenance Standards	Ave. Cost/Mile (per Village)	Miles/Yr	Miles/Yr	Miles/Yr	Years	Years	Years	Years	Years	
Asphalt	Reconstruct (rural)	\$800,000.00	1.3	0.5	0.9	\$686,080	\$3,791,025	\$8,629,441	\$14,804,621	\$22,685,890
	Reconstruct (urban)	\$1,400,000.00	0.9	0.6	0.3	\$425,320	\$2,350,161	\$5,349,629	\$9,177,795	\$14,063,612
	Combined Overlay Program				0.0	\$0	\$0	\$0	\$0	\$0
	Thin Overlay	\$71,750.00	3.7	0.6	3.0	\$216,900	\$1,198,511	\$2,728,148	\$4,680,396	\$7,172,014
	Mill and overlay	\$0.00		0.0	0.0	\$0	\$0	\$0	\$0	\$0
	Pulverize and overlay	\$163,775.00	3.7	0.2	3.5	\$571,411	\$3,157,406	\$7,187,146	\$12,330,228	\$18,894,249
	Concrete Pavement Repairs	\$280,000.00	0.1	0.1	0.0	\$6,811	\$37,634	\$85,666	\$146,968	\$225,206
	Microslurry/Slurry seal	\$45,760.00	4.4	0.4	4.0	\$183,077	\$1,011,614	\$2,302,718	\$3,950,530	\$6,053,603
	Seal coating	\$26,400.00	7.3	4.8	2.5	\$66,106	\$365,275	\$831,469	\$1,426,464	\$2,185,845
	Crack seal/crack filling	\$1,900.00	36.7	20.0	16.7	\$31,711	\$175,223	\$398,858	\$684,278	\$1,048,554
	Pothole repair	\$0.00	0.0	0.0	0.0	\$0	\$0	\$0	\$0	\$0
Other:	\$0.00	0.0	0.0	0.0	\$0	\$0	\$0	\$0	\$0	
Gravel	Regraveling	\$0.00	0.0	0.0	0.0	\$0	\$0	\$0	\$0	\$0
	Stabilization	\$0.00	0.0	0.0	0.0	\$0	\$0	\$0	\$0	\$0
	Blading	\$0.00	0.0	0.0	0.0	\$0	\$0	\$0	\$0	\$0
TOTAL CR =					\$ 2,187,415	\$ 12,086,850	\$ 27,513,074	\$ 47,201,279	\$ 72,328,972	

* - If the gap is calculated as a negative number, the funding gap defaults to \$0 rather than a negative dollar amount

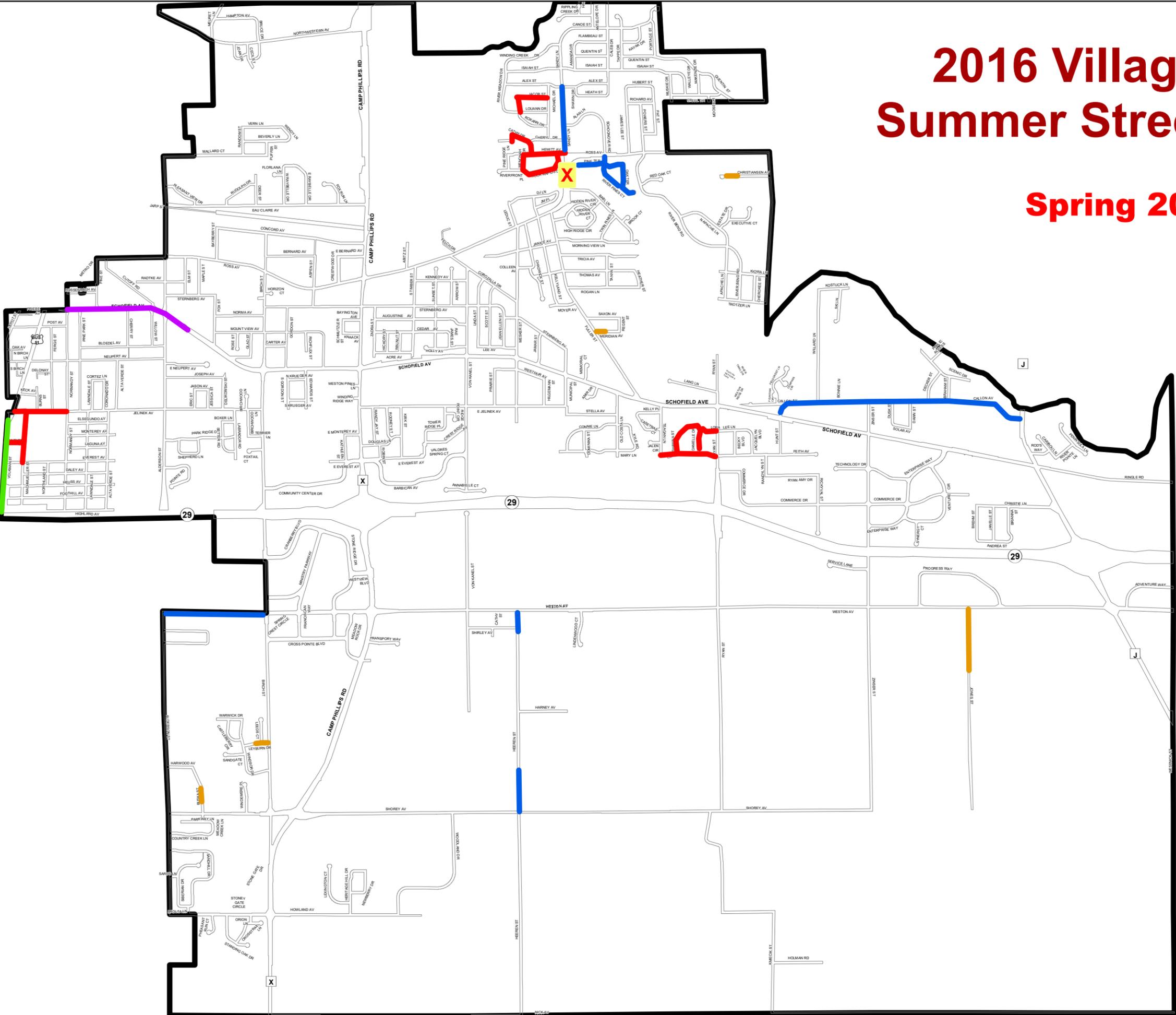
2016 ROAD MAINTENANCE BUDGET

12/2/16

Maintenance Treatment	Paser Rating	Length (miles)	Area (SY)	Estimated Cost	Comments	Actual Cost 11/30/2016	
Chipseal (\$1.60/SY w/Polymers)							
Robinwood	7-8	0.72	12,740.00	\$20,384.00	Feith, Shawna, Danielle, Lora Lee Hewitt, Wenonah, Rock Rapids Roxann, Jacob, Cathy		
Rock Rapids	7-8	0.61	10,687.00	\$17,099.20			
Zirbel/Louart	7-8	0.45	7,856.67	\$12,570.67			
Machmueller (Heuss to Jelinek)		0.36	7,261.67	\$11,618.67			
McIntyre		0.09	2,287.78	\$3,660.44			
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	\$9,390.22			
Progress Way/Service Ln/Zinser St.		1.09	20,875.56				
Double Chipseal							
Subtotal		3.58	45,147.78	\$74,723.20	Under Budget by \$11,011.48	\$64,263.21	
Reclamite/GSB-88 (Rejuvenators)							
Mount View West Area Neupert Alderson St.					Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.		
Subtotal		0.00	-	\$0.00		\$0.00	
Micro-Surfacing (\$2.70/SY)							
River Park		0.60	40,566.67		DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay) Cost Split with Rothschild (\$22,612.50 is total cost)		
Volkman St		0.35	8,375.00	\$ 11,306.25		\$ 12,345.85	
Crosse Pointe						Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe	
Subtotal		0.95		\$ 11,306.25		\$ 12,345.85	
Overlays (\$60/ton & \$0.40/SY Pulv.) Thin Overlay (\$3.15/SY)							
River Pines		0.68	11,984.00	\$59,920.00	Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter	\$40,316.19	
Weston Ave (Alderson to Birch)		0.50	7,040.00	\$22,000.00		\$30,061.67	
Heeren St				\$7,500.00	Value added warranty work from Shorey to Weston Ave	\$17,615.60	
Sandy Ln (Hewitt to Alex)		0.33	5,717		This road has broken up over the last two springs/winters. ~1000 tons of asphalt		
Sandy Ln (Hewitt to Alan)			2,967				
Ultra Thin (Sandy Ln - Alan to Alex)			2,167				
Ultra Thin (Sandy Ln - Hewitt to Alex)			5,717	\$33,300.00		It would be an either or situation	\$22,517.87
Barbican Community Center Dr.							
Subtotal		1.51		\$122,720.00		\$110,511.33	
Rebuilds (\$60/ton - Use force account labor)							
Jones St.		0.32			Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget		
Subtotal		0.00		\$0.00			
Cracksealing							
Major Streets				\$65,000.00	All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment	\$58,501.87	
Subtotal		0.00		\$65,000.00		\$ 58,501.87	
Patching							
Propane				\$750.00	Cold patch material Overlays and some full section repairs (Callon Ave, Everest Ave, etc.)	\$ 153.70	
Chipseal Prep & Pothole Patching				\$3,000.00			
Surface patching				\$35,000.00		\$ 101,194.79	
Subtotal				\$38,750.00		\$101,348.49	
Concrete Repair							
Ross Ave Bridge @ EC River				\$35,000.00	Epoxy Deck and Fix Spalls	\$ 95,776.00	
Full and Partial Depth				\$80,000.00	Schofield Ave, Westfield Blvd, Birch St	\$ 71,209.41	
Sidewalk				\$5,000.00		\$ 9,340.44	
Curb Repair				\$5,000.00	Schofield Ave, Birch St., Alderson St.	\$ -	
Subtotal				\$125,000.00		\$ 176,325.85	
Brush Chipping				\$0.00	Moved to Recycling Fund		
Material Processing (\$3.00/ton)				\$0.00	Hard Materials Handling Fund (53316) in 2016		
Granite (For Shouldering) (\$3.75/Ton)				\$0.00	Shouldering Fund (53310-237) in 2016	\$ -	
Miscellaneous							
Seeding/restoration				\$0.00	Costs should come out of respective funds: Landscaping (365), Operations Supplies (390), Equipment Rental (299)		
Tools/Parts				\$0.00			
Equipment Rental				\$0.00			
Yard Waste Site Maintenance				\$0.00			
Subtotal				\$0.00		\$ -	
TOTAL				\$437,499.45		\$523,296.60	
Plus							
LRIP Funds				\$27,915.79		\$27,915.79	
Pavement Marking Fund Transfer						\$9,000.00	
Gasoline Fund Balance						\$30,000.00	
NET TOTAL				\$409,583.66		\$456,380.81	
Contingency				\$40,416.34	Leyburn: \$11,100, Buska \$6,750, Christiansen \$5,000, Meridian \$10,000	(\$6,380.81)	

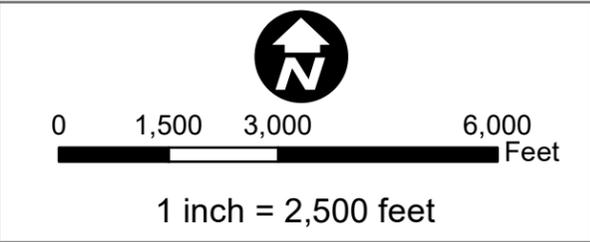
2016 Village of Weston Summer Street Maintenance

Spring 2016 Plan



Legend

- Chipseal
- Micro Surface
- Overlay
- Concrete Repairs (EB Lanes)
- Rebuilds
- Bridge Deck Repair



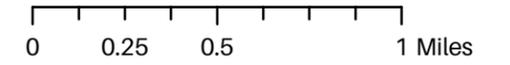


Actual 2016



Map Date: November 29, 2016

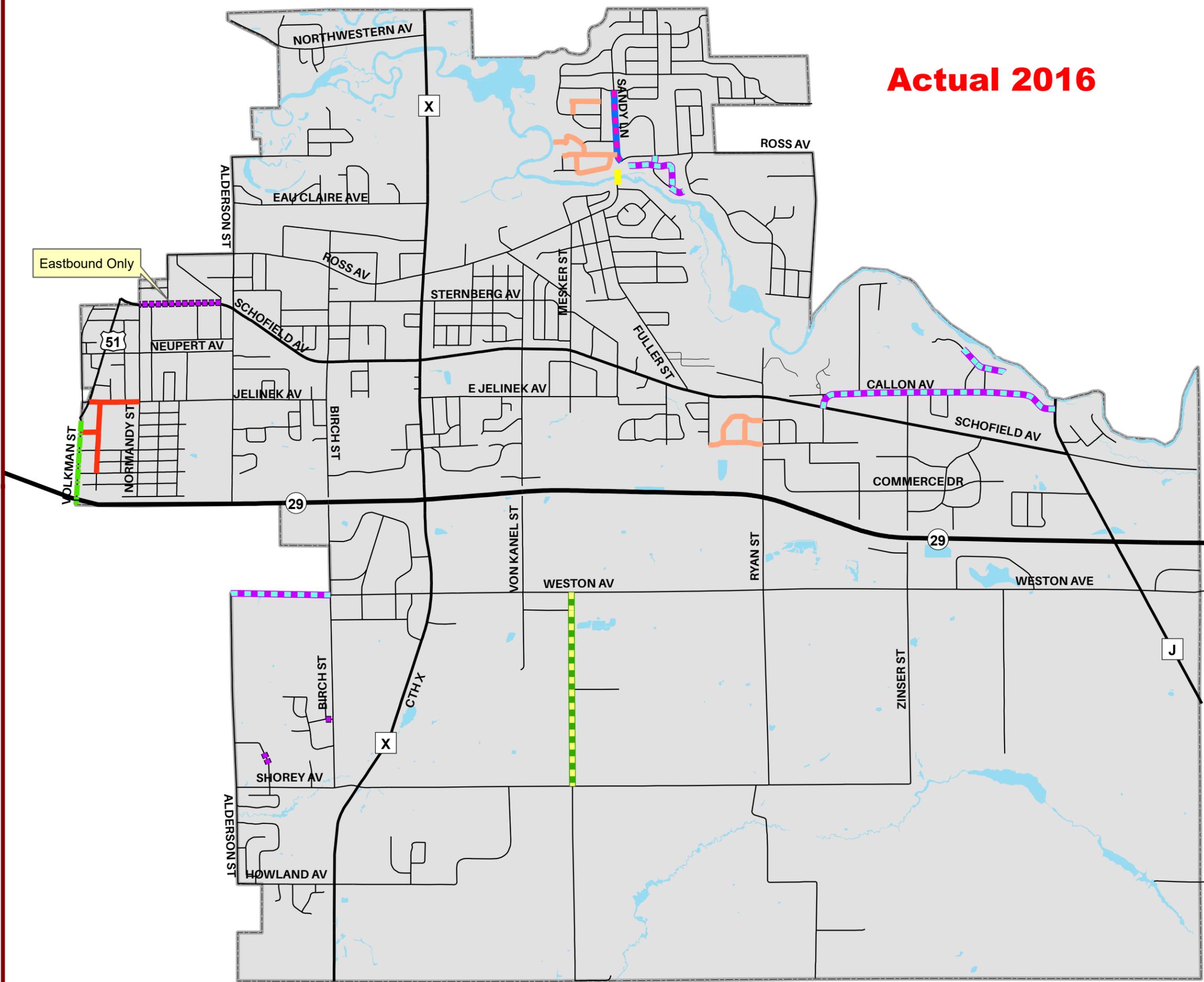
Map created by Technology Services Department



Legend

MaintenanceType

- 1/4" Chipseal
- 3/8" Chipseal
- Microsurface
- Overlay - Warranty Work (Northbound Only)
- Overlay WITH Fiber Reinforcement
- Overlay Without Fiber Reinforcement
- Bridge Deck Repair
- Street Repair



Eastbound Only

51

29

29

X

J

2016 Road Maintenance Crack Sealing



Map Date: November 29, 2016

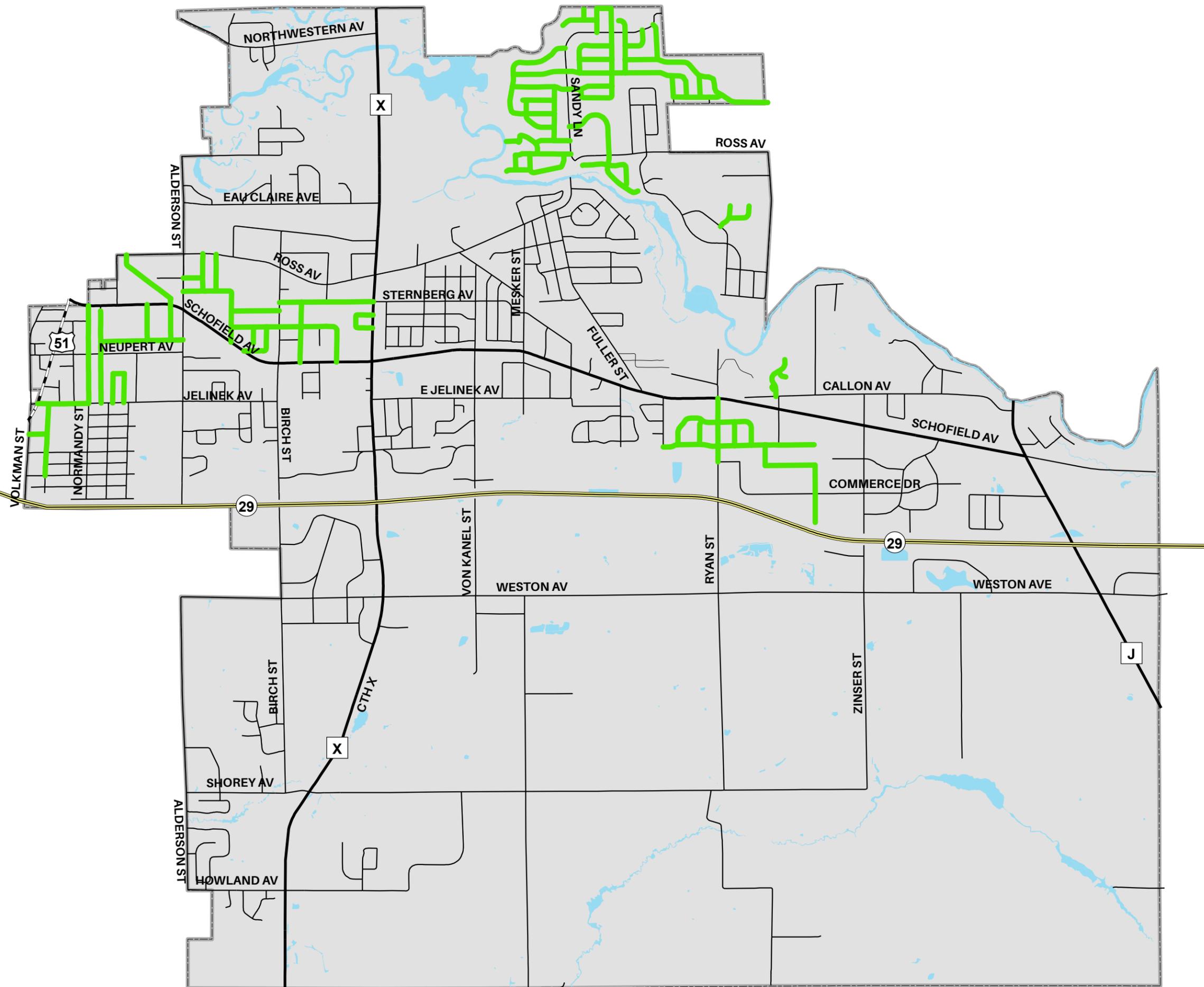
Map created by Technology
Services Department



0 0.2 0.4 0.8 Miles

Legend

 Crack Seal



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

December 5, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – F.13.**



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

Monthly Department Briefer #2016-11
Michael Wodalski, Deputy Director of Public Works
Monday, December 5, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

2. STRATEGIC PLAN PROJECT STATUS.

- Strategies for Reduced Energy Consumption.
 - **Mobile Access/Maintenance Management Software:** One way this software was used recently was to keep track of where we picked up yard waste from during the fall. In total we picked up 2,614 piles at approximately 2,014 unique properties (once duplicates are subtracted out). In total there are 3,825 properties that are eligible for yard material pick up, so we had a usage rate of 52.6%. As some of the younger subdivisions continue to age, this number is likely to keep increasing. This data in conjunction with the revised maps helped to create a much more accurate and reliable service for our residents.
- Workload and Labor Needs Analysis in Services Division
 - As part of the yard waste pick up process we changed up several items to help expedite the pick up process and increase reliability. One of the biggest items that we changed is we had one employee (J Yonker) work four 10-hour days with the vacuum truck and then had another employee use the truck on the 5th day. This allowed us to get 48 hours of use out of the truck without having to utilize overtime for the service. In addition to getting more than 40 hours out of the truck, we utilized alternative dump sites to reduce the amount of time vehicles spend driving without actually picking up material.

The alternative spots used were the Aquatic Center Parking lot and the Municipal Center Parking Lot. These provided spots in the western and central parts of the Village. Since this is a combined service with yard materials (mainly leaves) and brush, there tends to be less brush than other material out at the curb side. As such, with the crew broken up by days, as soon as the brush was picked up, the crew picking up the brush would then begin hauling material away from the alternative dump sites so the crews picking up the leaves could keep moving along removing the piles from the curb side. This helped us to stay on schedule, for the most part (we lost a few days the second week and then stayed about 2 days behind until the very end). I commend the crew on being receptive to these adjustments and understanding that the reliable schedule and service makes all of our jobs easier.

- The weather this fall has helped us to continue projects and begin to make up some ground on items that have been deferred over the past few years. Fleet, Parks, Public Works, and Utilities Foremen and Directors continue to meet on a weekly basis to discuss and plan out work. I

wouldn't say we have a perfect system yet, but we're doing a much better job of collaborating and letting each other know what each areas needs are and then jointly figuring out how to best approach those. As I may have said in the past, the "big" projects we're getting good at identifying and planning for, it is now taking that one step further to look at the more routine day to day projects which you may not think of as a task to be shared.

- Infrastructure Master Plans
 - Still working with REI and G&S Investments along with K. Donner to get the finalized sewer and water plans approved for the Misty Pines Subdivision. The last iteration seemed to address our concerns and a final submittal should be coming soon.
 - We discussed the Capital Improvement Project list at the last PIC meeting, but no action was taken on it. In conjunction with that discussion, we are still working internally with the Finance Department to determine what is financially feasible moving forward as well. As it stands already, most if not all of the projects that were identified have been pushed back at least 1 year due to financial constraints in 2017.
- Street Maintenance Plan
 - In the packet for this month there is a review/summary of the 2016 surface maintenance activities. All in all, what was done versus what was planned to be done matches up fairly well. Some projects came in at a higher cost which caused other projects to be shortened up (a good example of this is the bridge deck work on Ross Ave came in over which reduced the amount of concrete repairs that we were able to make on Schofield Ave).
 - During the snowfall right before Thanksgiving it was noted that there were still many water valves and manholes that needed to be lowered or have protective rings put around them so the plows don't end up hitting them. As such, staff has been out taking care of protecting those structures.
- Vehicle and Equipment Fleet Replacement
 - There has not been any new development with the Fleet Plan since last month.
- Policy and Ordinance Development/Revisions
 - Snow and Ice Control: We have our 7th truck now included in the fleet. As such, we are reviewing and revising our plow routes to better serve our citizens. We've had one trial run so far with the 7th route and immediately made adjustments to increase the productivity of the plows on each route. We figure we'll still be making adjustments after the next several snow events until we feel we've reached a point where we're maximizing each routes productivity.
- 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. This data allows us to plan work better and create more reliable and accurate schedules.
- 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.

- Still working through the Capital Improvement Plan with K Donner, J Jacobs and D Guild.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- We are continuing to get employees opportunities to grow and learn new tasks.

5. PERFORMANCE AND METRICS.

- The month of December will be focused on getting our matrix completed for the wage and comp plan. We'll be breaking down the tasks, knowledge, skills, certifications, etc. that staff needs to perform their roles within the organization and have a clearer picture for them regarding how they can move through the matrix. The hope is to have this done by the end of the year so we can have the plan in place for 2017.

6. COMMUNITY FEEDBACK

- Fall yard material pick up this year seemed to go by fairly flawlessly. The new map seemed to significantly decrease the number of calls received regarding when leaves were going to be picked up. The only hiccup came when we got a little behind schedule, but even then there were very few residents calling in. Also, keeping the brush pick up consistent with leaf pick up seemed to reduce a lot of the confusion as well as there wasn't much of a gap between those two efforts as compared to the past.

7. IDENTIFIED NEEDS.

- In the packet is a report on street maintenance. That focuses mainly on the need to have more money allocated to street maintenance.

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.

- One somewhat new method we've implemented recently is the use of spraying salt brine before winter storms occur. By doing this, we're able to create a bond breaker with the pavement as well as effectively reduce the freezing point at the surface so when small precipitation events occur over night, we don't need to send staff in to take care of the roads, especially when the daytime temperatures get over freezing.

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

December 5, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – F.14.**



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

Monthly Department Briefer #2016-10

Keith Donner, Director of Services

Monday, December 5th, 2016

1. FOR YOUR IMMEDIATE ATTENTION – TRUSTEES and PIC (for Monday’s meeting).

- My apologies to all for the correspondence regarding planning for a water and sewer crossing of the Eau Claire River from Ryan Street extended into the River Bend Subdivision area on Wednesday this past week. I had some telephone correspondence with a resident of the River Bend Subdivision area in late October and did not respond to an e-mail he sent to me after that. I was copied on a letter the resident distributed to an unknown number of people in the area earlier in the day and had not determined whether to react. However, upon receiving an e-mail from another resident in the area later that evening, I thought I should make people aware of the situation. Perhaps my response should have been tempered, but I do know there were inaccuracies in the resident’s statements based on our telephone conversation. I did explain the project to cross the river was proposed for 2019 in the Capital Improvements Plan which was still under development and not approved. I know I did not help matters with a slow response to the initial inquiry and then not following up after the e-mail – so that part is my responsibility. Upon reflection on the situation I have reviewed the Village website and will be updating the section under the Utilities area that contains information about the sewer and water surveys from 2005. The whole process extended from 2003 through about 2009 and there is some material that could be included in links on the website that can provide a more complete picture. Not sure if we want to spend time updating septic system permit data at this point, but Marathon County may have plans to more systematically evaluate private septic systems as opposed to awaiting property sales. Once we develop and approve a CIP we should also make that document available on our website. Discussed this with Administrator Guild on Friday.
- Verbally agreed with Joe Jordan (through D. Higginbotham of PGA) to grant them an easement to allow them to install a storm drain pipe from the area of the former storm water detention pond, northward and parallel to Camp Phillips through Weston’s property. Easement document to be written following the work and will allow the Village to tap into this storm sewer when/if needed for improvements on the park property. All work on the storm sewer pipe done at their cost. While PGA has their equipment on site, the sewer utility arranged for them to perform excavation and repairs on flushing stations for the pressure sewer.

2. STRATEGIC PLAN PROJECT STATUS.

- J. Higgins, M. Wodalski, S. Osterbrink, and K. Donner continue to collaborate as Services Division. Discussed combining elements of strategic plans into a comprehensive document
- 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.”
 - Attended pre-application meeting for wetland permitting at DNR office on 11/15.

- Transport Way/Weston Avenue Connection
 - Had a conversation with Craig Novak of NOVA Truck Wash re: survey work and preliminary design.
 - Wodalski, Higgins, and I met with B. Marquardt of MiTech to discuss preliminary street layout possibilities. Wetlands in the headwaters of the Cedar Creek on the Gibbs property to the east will prevent a connection of Transport Way to Von Kanel.
- Water Rate Case
 - The 4 resolutions coming out of the Ehlers rate review were adopted by PIC on 11/07 and the BOT on 11/20. Application is on hold until AMR/AMI project is nailed down.
- Workload and Labor Needs Analysis in Services Division
 - Wodalski continues to work on 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
 - Start-up of Ross Avenue and Mesker-Colleen lift station replacements took place on December 1. Work has pushed a month beyond the expected completion. There will be landscape and finish items to complete in 2017.
 - Proposals for sewer condition assessment were received from 3 companies on November 16. Total costs ranged from \$638,000 to \$855,000. Annual costs exceed what is going to be economically feasible. Proposing an alternate approach. Copy of letter to proposing companies is attached.
 - Received final reports of municipal facilities assessment from Kueny and aquatic center from Water Technologies. Information regarding the studies and presentation are accessible at this link: <https://1drv.ms/f/s!AuGB5mKIII-OiB11Z62C1054N8Oy>
 - Wodalski and I have a drafted a CIP plan that was on the 11/07 PIC agenda. Projects for sewer and water utilities have been included in rate evaluations. The TIF project plan list has also been drafted, but there is still some massaging to be done.
- Intergovernmental Cooperation
 - Attempting to implement Intergovernmental Agreements (IGA's) with Rothschild, Hatly and Schofield. Received feedback letter from Rothschild questioning need.
 - Discussed philosophy behind an IGA with T. Vergara on 12/2. Also discussed work Rothschild may be planning for 2018 affecting our utility system.
 - Have continued discussions about details of a formal IGA with the City of Schofield (M. Thuot) for the Ross Avenue sewer. In principle, we want to agree on a cost share for an initial cleaning and televising to know the baseline condition of the Ross sewer and the interceptor downstream. Schofield owns the sewers so that will be explicitly stated. Routine cleaning should then be the responsibility of the City of Schofield and we would want documentation of this to assure uninterrupted service for our customers. We will also do periodic assessments of the condition relative to industrial discharge and pass costs back to industries that cause issues. In this regard, I have been following up with DNR and others related to the Crystal Finishing extrusion area waste discharge. Wodalski and I met with Mike Schroedel and Jeff Guenther of Crystal Finishing early in November. They understand their responsibility not to cause problems in the sewer system. I am asking for a proposal to clean and assess condition of the Schofield interceptor as an alternate in our sewer condition assessment effort.
 - I am re-thinking the need for a special tariff for the Rothschild Water Utility when water is provided to Weston to serve Foremost. Looks like we will be better off to address things in an updated interconnection agreement with Rothschild.

- Policy and Ordinance Development/Revisions
 - Sewer Utility Ordinance update – Wodalski, Van Swol, and I met with MSA on 11/15 and provided feedback for their ordinance draft. MSA initial recommendation for rate increase is for 15% in 2017 and 3% annually thereafter. Revisions are still in process as of writing this memo. Will have discussion at PIC and BOT on 12/05.
- Wage & Compensation Plan Advancement Guidelines
 - Furnished information regarding pay plan used by Lenexa and Manhattan, Kansas, to Administrator Guild, for incorporation of principles in Village pay plan. Have been advised that Administrator Guild is preparing to present the plan in the near future.
- 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. \$1.8 M. Costs are included in projected utility expenses for rate case analysis. Anticipate having RFP out for potential providers in mid-December.
- Safety Manual Update and Training
 - CPR and First Aid training to be scheduled after January 1.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Water rate case and draft CIP completed in October. See #2 above.
- Completed 2017 budget proposals for Sewer and Water utilities for Finance for 2017.
- Received initial draft of sewer rate analysis from MSA

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.

5. PERFORMANCE AND METRICS.

- Meeting weekly with Administrator 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 backup on Leyburn was revisited by customer through their insurance company.
- Received claim from motorist’s insurer for damage to vehicle at Alderson and Ross on 10/06.
- Responded further to citizen inquiry about sewer and water service on River Bend Road as discussed in #1 above.

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.
- Job description and recruitment of utility technician.

8. NEW IDEAS & OPPORTUNITIES.

-

9. MISCELLANOUS COMMENTS / ISSUES.

- Received a nearly final set of plans for review for the Misty Pines Plat. Wodalski and I have reviewed over several rounds.
- 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.

November 30, 2016

Diversified Infrastructure Services, Inc.
Green Bay Pipe & TV, LLC
Visu-Sewer, Inc.

Re: Request for Proposals for Sewer Condition Assessment
Weston Municipal Utilities

Thank you for submitting a proposal for our project. We have all invested time in this process and I certainly appreciate everyone's efforts.

The Utility has been concurrently evaluating its future rate needs. Realizing that performing condition assessments on the wastewater collection system will be followed up with rehabilitation work it is evident our assumptions on performing the assessments with outside contractors is more ambitious than is economically feasible. However, I am interested in obtaining a modified proposal as compared to the original.

As an alternate we are asking for your pricing to perform the same type of work with contingency items for the following areas:

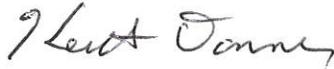
1. Cedar Creek Interceptor sewer
2. Hardee's/Jelinek Interceptor sewer
3. Schofield Interceptor sewer (new)

The Village will reserve the option to perform all the work in any combination of budget years starting in 2017, or a single year in 2017 if advantageous to the Village.

Assessment of other drainage basins in the collection system will be performed on a less ambitious timetable and the Utility will likely solicit proposals on an annual basis for condition assessment and for rehabilitation work.

Thank you for your continued interest in partnering with us to provide reliable sewer service to our customers.

Sincerely,



Keith Donner, P.E.
Director of Public Works



Keith Donner
Director of Public Works
Direct: 715-241-2610
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