



**OFFICIAL MEETING PACKET OF THE
PUBLIC WORKS COMMITTEE**

**CHAIRPERSON/TRUSTEE JON ZIEGLER PRESIDING
PUBLIC WORKS DIRECTOR KEITH DONNER; STAFF ADVISOR**

This regular monthly meeting of the Public Works Committee, during the 21st legislative session of the elected Board of Trustees, composed of five (5) appointed members, will convene at *Weston Municipal Center, which is located at 5500 Schofield Avenue, Weston*, on MONDAY, JANUARY 8, 2018, at 4:30 p.m.



**Village of Weston, Wisconsin
ATTENTION - NOTICE OF PUBLIC MEETING**

- Meeting:** PUBLIC WORKS COMMITTEE
- Members:** Hubbard, Jensen, Ostrowski, Priebe, Ziegler [c]
- Ex-Officio:** Guild, Donner, Wodalski
- Date/Time:** Monday, January 8, 2018, at 4:30 p.m.
- Location:** Weston Municipal Center, 5500 Schofield Avenue, Weston, WI 54476
- Agenda:** The agenda packet will be sent out 3 days prior to the meeting.
- Attendance:** Community Development Authority and Department Directors, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.
- Questions:** Keith Donner Michael Wodalski
kdonner@westonwi.gov mwodalski@westonwi.gov
(715) 359-6114 (715) 359-6114

PLEASE NOTE THE FOLLOWING INFORMATION:

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 01/03/2018 @ 4:30 p.m. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum be other government bodies are 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 person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material to be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114, so any necessary arrangements can be made to accommodate each request.



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VILLAGE OF WESTON, WISCONSIN OFFICIAL MEETING AGENDA OF THE PUBLIC WORKS COMMITTEE

TO THE HONORABLE TRUSTEE JON ZIEGLER AND FOUR (4) APPOINTED MEMBERS OF THE COMMITTEE:
The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the regular meeting of the Public Works Committee on Monday, January 8, 2018 @ 4:30 p.m., at the Board Room, Municipal Center.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may/might attend the above-noticed meeting to gather information. 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). No official actions other than those of the Public Works Committee shall take place. 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.

AGENDA ITEMS.

1. Meeting called to order by Chairman Ziegler.
2. Roll Call by Recording Secretary.
3. Approval of minutes from November meeting.
4. Approval of permits and applications.
5. Public Comments.

EDUCATIONAL PRESENTATIONS & REPORTS.

6. Committee Roles & Responsibilities
7. 2018 Budget & Public Works
8. 2018 Utility Budgets and Consumer Rates/Charges
9. Public Works Staffing & Organization Chart

POLICY ISSUES - DISCUSSIONS/RECOMMENDATIONS.

RESOLUTIONS/ORDINANCES.

FUTURE ITEMS.

10. Next meeting date(s):
 - a. **Special Meeting - Monday, January 29th @ 4:30 P.M.**
 - b. **Regular Meeting - Monday, February 12 @ 4:30 p.m.**
11. Topics for future meetings.
12. Remarks from Staff.
13. Remarks from Committee Members
14. Announcements.
15. Adjournment.

Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE
Monday, November 13, 2017, at 4:30p.m.

CALL TO ORDER.

Chairman Ziegler called the meeting to order at 4:30 p.m.

ROLL CALL.

Roll call indicated 4 Property & Infrastructure Members present.

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

Village staff present were Keith Donner, Michael Wodalski, Daniel Guild, Jessica Trautman, and Donna Van Swol. Board member present was Trustees White.

PRESENTATIONS.

1. Public Works Budget. Guild reported there will be diminished resources going to Public Works and Utilities operations in the next fiscal year under the current plan. Historically the Village of Weston has been at a deficit when it came to State shared revenue. The State shared revenue formula was always understood to be a partnership between the State of Wisconsin and local governments to provide the services that the states passes into law. If you look at the state budget, 2/3 of the budget is redirects back to local agencies. Politicians make tweaks to the state budget which as a trickledown effect to the rest of the budget and how money is distributed between communities. The end result is the Village of Weston gets approximately 1/4 of the amount of state shared revenues compared to what our peers get throughout the State of Wisconsin. The Village of Weston barely gets \$1M compared to any of our peer communities getting \$4M. In years past the Village did some bad budgeting by taking Transportation Aid and reallocating those funds to artificially not raise property taxes. We have had a reduction of over \$100,000 per year in Transportation Aids since Administrator Guild has been with the village. We have another year to expect a decrease in revenues. In recent years the state has reduced its transportation aids to local governments. The village has not taken out more debt to fund streets. When the village spends less money on streets you get let less money from the state. We have about 110 miles of streets. The Village has also been challenged with fleet replacement. Over the last several years we have increased our fleet replacement. In 2018 there is no money budgeted for fleet replacement. For the last year the village has had a budget amount of \$450,000 for street surface maintenance. If village were to keep up with a 10 year street resurfacing program we would need to spend \$850,000 - \$1M annually. For 2018 the street surface maintenance budget was dropped from \$450,000 to \$325,000. The Public Works Department is down four staff members from 2010 – 2011. The village could be more aggressive with the use of special assessments which is extremely unpopular. We could look at vehicle registration fees or a wheel tax similar to what Marathon County is doing. Guild is optimistic to using TIF money to fund infrastructure. We are looking at spending more money in the south side of the village between STH 29 and Weston Avenue. The proposed Village tax rate is going up to \$6.23/1,000 or 5.94% based on increase of the assessed value which is still lower than most communities in the urbanized area. We are on track to have general fund general obligation debt free within a couple years.

The committee was concerned of the reduction given to the public works budget at how it will have a snowball effect over the upcoming years for street maintenance and fleet replacement. Jensen

questioned when does it make sense to borrow money so not to get so far behind on street maintenance.

There was discussion on the current condition of the streets and the impact it will have in the future if we don't maintain the streets.

Guild briefly described on how debt works. He explained the amortization schedule for these improvements is greatest at the end of the debt. In 2020 the debt will go away on the current schedule and at the time we would have substantially more money available to pay for these improvements so would not impact the tax payers as much.

Trustee White clarified that for every \$0.01 added to the tax rate equates to about \$11,000 in revenue. To raise taxes an additional \$0.05 would increase the budget about \$55,000 to increase the street maintenance budget.

- 2. **Water Utility Budget.** Discuss at the next committee meeting.
- 3. **Sewer Utility Budget.** Discuss at the next committee meeting.
- 4. **Stormwater Utility Budget.** Discuss at the next committee meeting.

APPROVAL OF PREVIOUS MEETING MINUTES.

5. October 9, 2017.

****M/S/P Ostrowski/Jensen: to approve the minutes from the meeting of October 9, 2017 as presented.***

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

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

CONSENT RECOMMENDATIONS.

6. Recommend Approval of Water/Sewer permits 201701164, 201701170, 201701217, 201701224, and 201701282.

****M/S/P Ostrowski/Priebe: to approve water/sewer permit 201701164, 201701170, 201701217, 201701224, and 201701282.***

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

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

NEW BUSINESS.

POLICY QUESTIONS REGARDING. None.

REPORTS FROM STAFF.

7. Deputy Director, Public Works.

- Fall leaf and brush is ongoing. The refusing/recycling fund pays for this activity. Wodalski showed the leaf vehicle that can be transformed into different types of maintenance vehicle.
- We had a couple of snow events. We have been spraying salt brine in areas.

8. Director, Public Works and Utilities.

- Correspondence from the Public Service Commission regarding our rate increase.
- Rate increase will take place for water and sewer in 2018.

- a) **Update on Automated Reading Project.** Donner reported Hydro Corp has completed about 136 meter changes and smart point installations. If Hydro Corp keeps up this pace they could be done in about 20 weeks. Donner reviewed the letters that Hydro Corp is sending out. They send an initial notice to schedule an appointment and customers are given two weeks to respond before getting a second notice which has stronger language. A third notice (on bright pink paper) is posted on the property saying the property would be turned off if they do not respond and make an appointment for the meter change and cross connection inspection. We initially thought the Utility needed to offer an opt out rate for the meter smart point. PSC has confirmed this is not a requirement and we are not planning to offer customers this option. To do so would require the Utility to establish a special tariff with PSC. We estimate this could be as high as \$45 and would be added to all other charges for utility service on every bill.

9. Report from Administrator. None.

REMARKS FROM COMMITTEE MEMBERS. None.

DISCUSS ITEMS TO BE INCLUDED FOR NEXT AGENDA.

ADJOURN UNTIL THE NEXT REGULAR MEETING DATE OF Monday, December 11, 2017.

Ziegler adjourned the meeting at 5:55 p.m.

Donna Van Swol, Utility Clerk

Permit

Date	Number	Applicant	Customer Name	Service Address	Plumbing Contractor
11/9/2017	201701331	Weston Ridge LLC	SS Stehr LLC	7010 River Trail Dr	PGA
11/9/2017	201701332	Weston Ridge LLC	SS Stehr LLC	7012 River Trail Dr	PGA
11/21/2017	201701379	Tito, Inc	Wausau Supply	7102 Commerce	Tito, Inc
12/14/2017	201701417	Robin Vercimak	Richard Sroda	6803-05 Von Kanel St	Elite Plumbing

Weston Municipal Utilities 2018 Budgets and Rate Proposals.

Report Date: 11/20/17

Revision 1 - 01/02/2018



Water Rate Background

- Resolution 2016-018 to file for water rate increase.
 - Ehlers retained for rate study and filing with PSC

- Last Water Rate Increase 2009
 - 8 years of “catch” –up
 - Manage to achieve a benchmark rate of return.
 - ROR on \$13.8 M of net utility plant in service
 - 1% of assets = \$134,000 = approx. 6% of operating income.



Water Rate Background

- Rate Case Filed in August 2017
 - Initial revenue request was for:
 - 25% Step I
 - 9% Step II (after meter project completed)
 - 34% overall
 - 4% Rate of Return



Water Rate Background

- PSC Draft review by Financial Analyst as of November 16
 - 18% Step I
 - +4% Step II (22% overall = \$466,000)
 - 4% Rate of Return



Water Rate Decisions

- Upon receiving official notice from PSC –
Agree or Disagree with staff recommendations.
 - Initial inclination from staff is to accept
 - May want to await PSC decision on Foremost
- PSC Would allow 5% Rate of Return
 - Staff inclination is to accept 4% ROR.
- PSC Will issue Rate Order



WATER RATE COMPARISONS

- Village is in the lowest quartile (2 out of 19)
- An increase of 22% results in quarterly bill of approximately \$69.70 (17,500 gallons/quarter)
 - This would still be among the lowest quartile in Central Wisconsin (4 out of 19)

**Utility rates vary among communities for a variety of reasons so using averages is only a benchmark starting point.*



Sewer Rate Background

- Last Sewer Rate Increase was 2015
 - Village Resolution No. 2015-03 (Approx. 8%)

- MSA Retained to Review Sewer Use Ordinance and Rates in 2017.



Sewer Rate Background

- MSA Recommended
 - 17% volume charge increase
 - 14% meter base charge increase
 - 2.5% annual increases thereafter.

- Recommendation from staff was to defer increase to be concurrent with water rate increase.



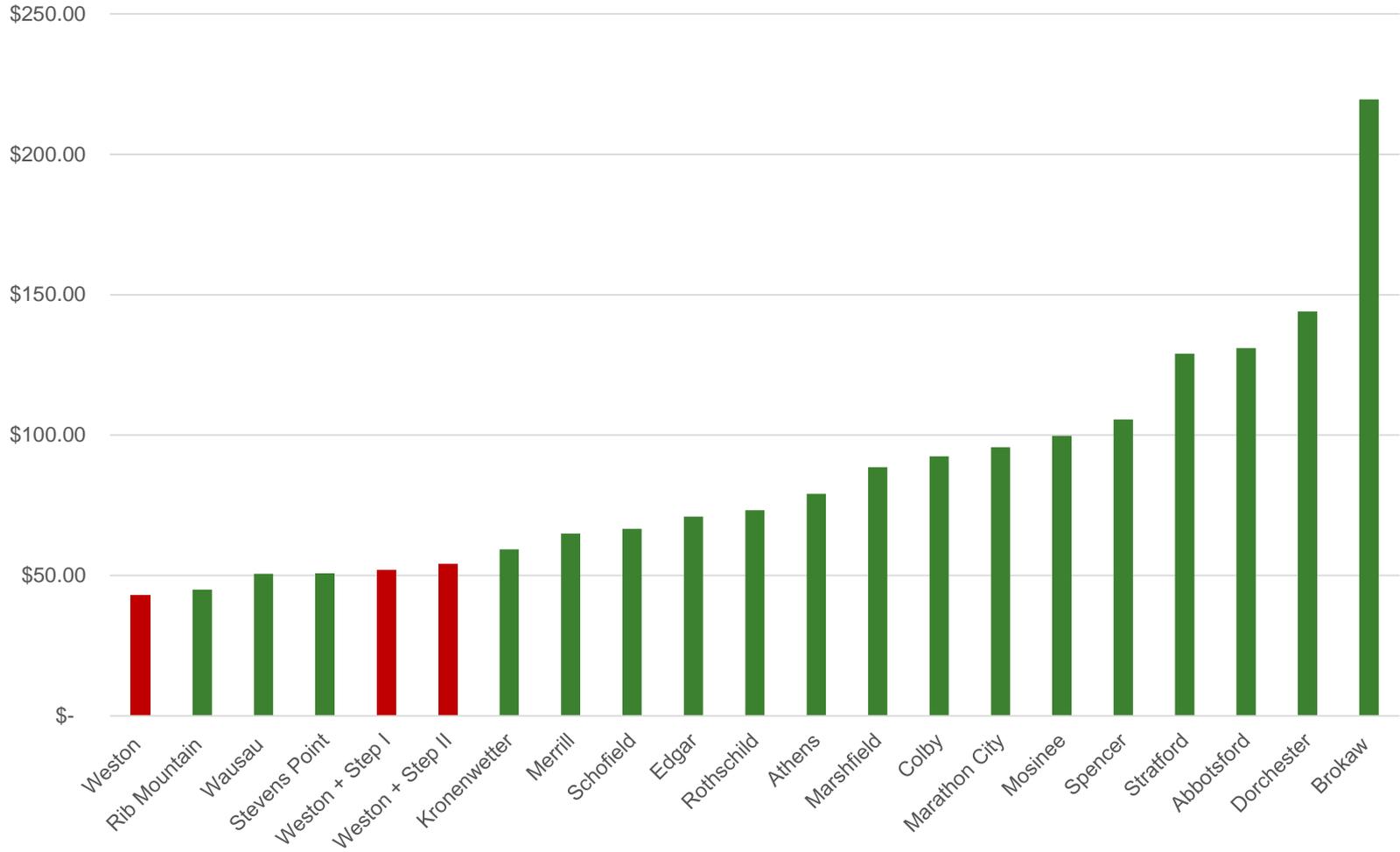
SEWER RATE COMPARISONS

- Village is at median for Wausau urban area and comparables (4 or 5 of 10)
- An increase of 17% results in quarterly bill of approximately \$93.92 (17,500 gallons/quarter)
 - This would be slightly under average among the comparative communities

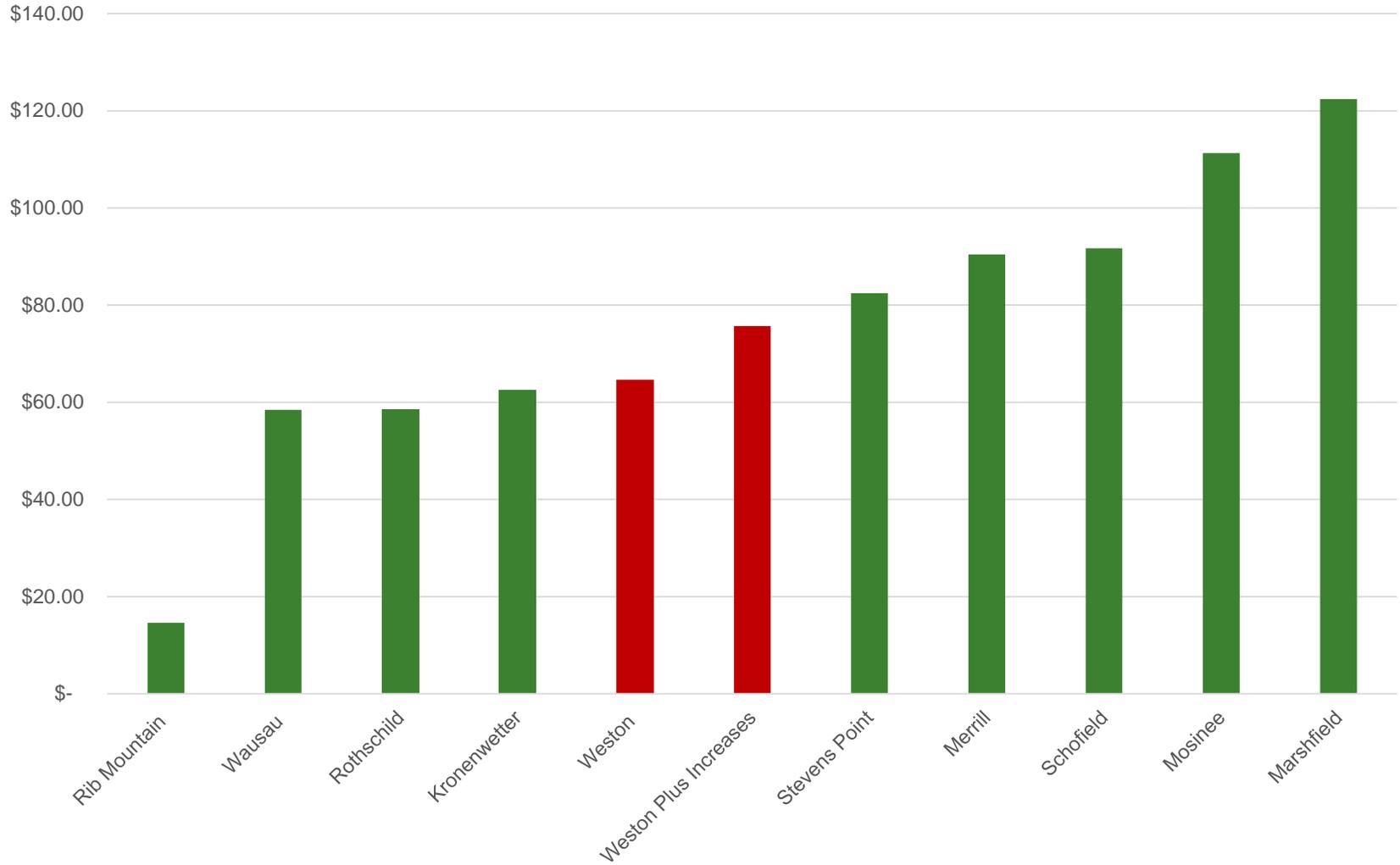
**Utility rates vary among communities for a variety of reasons so using averages is only a benchmark starting point.*



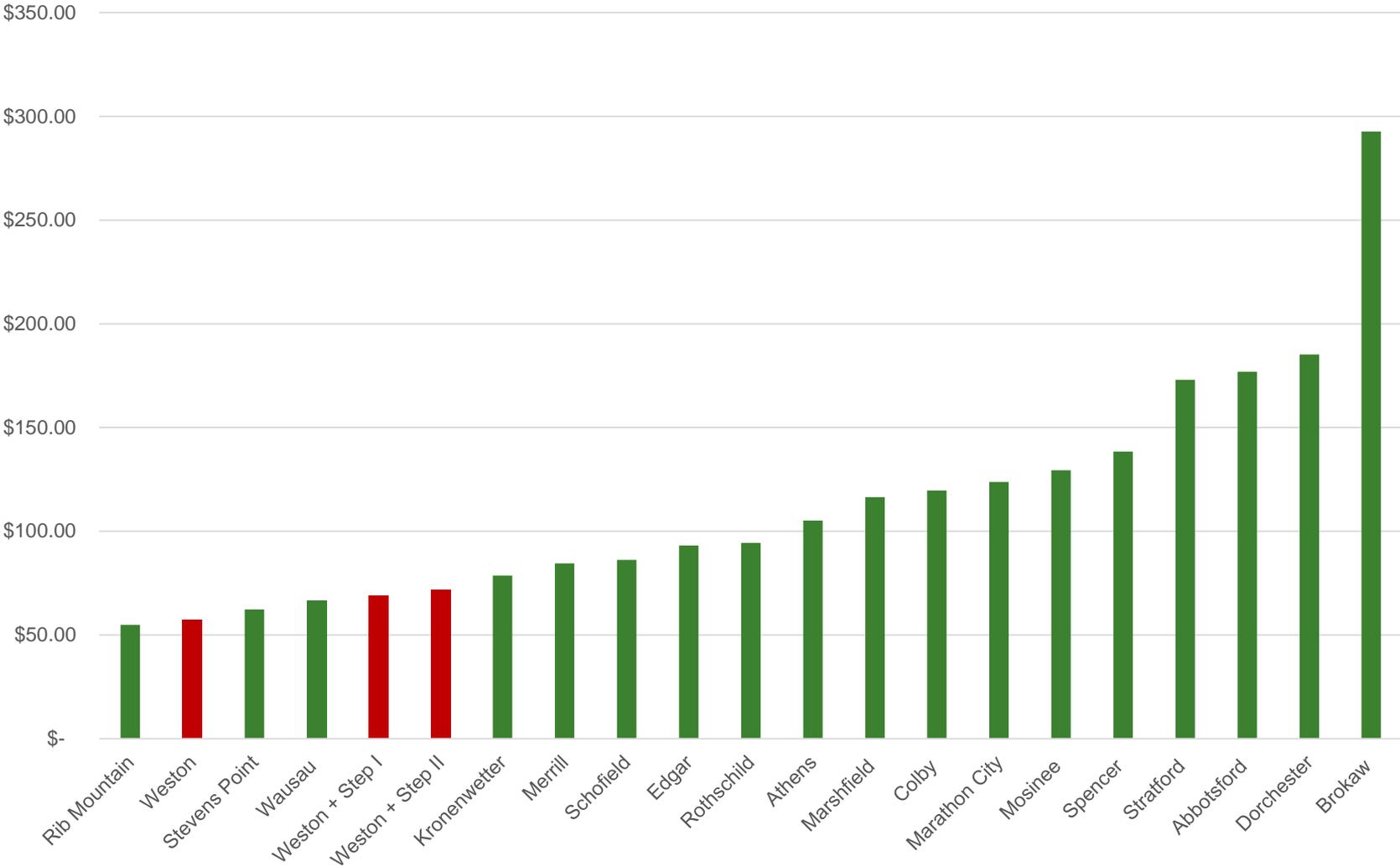
Central WI Water Quarterly Utility Rates
based on a 12,000 gallon bill
(updated 12/15/17)



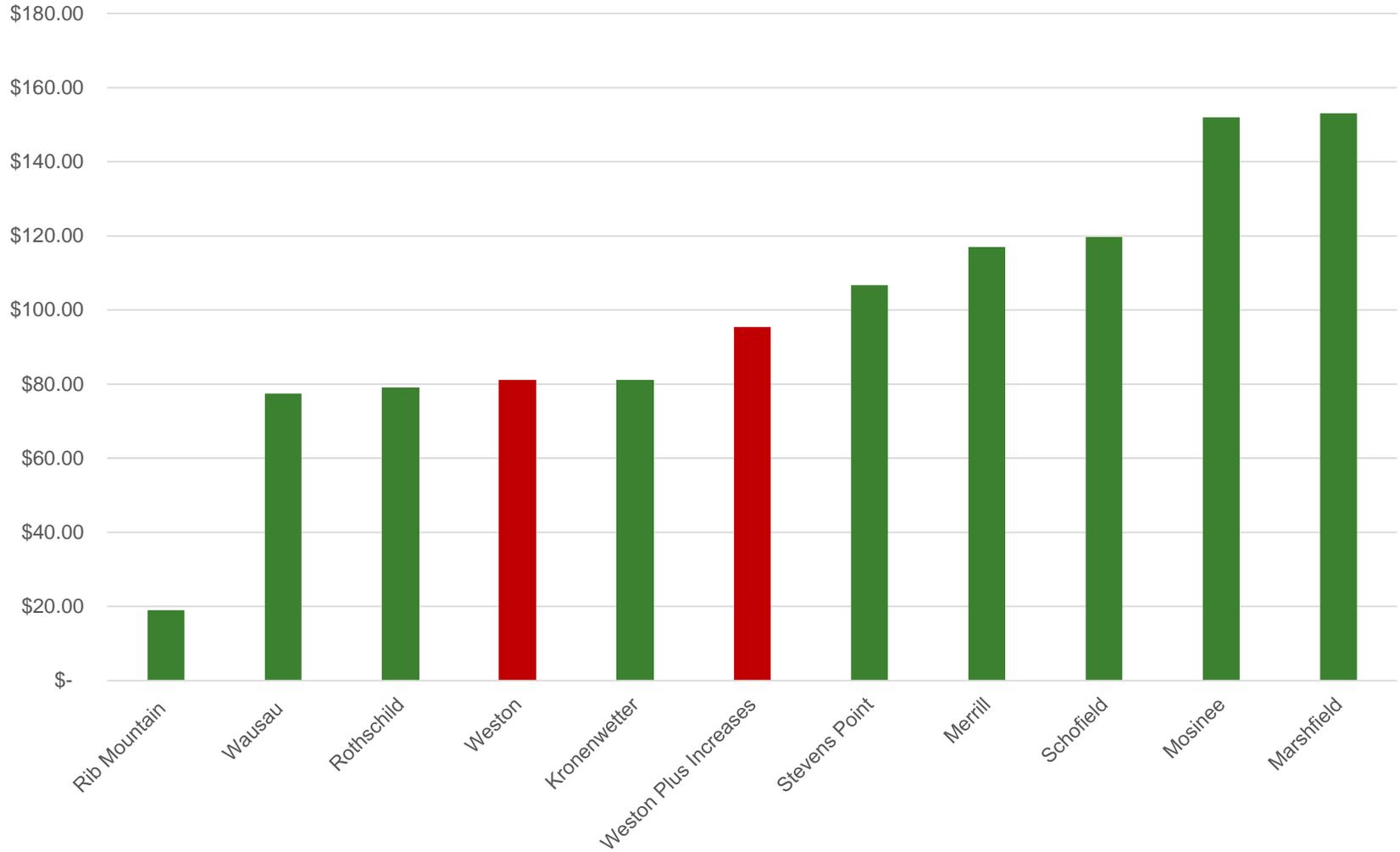
**Central WI Sewer Quarterly Utility Rates
based on a 12,000 gallon bill
(updated 12/15/17)**



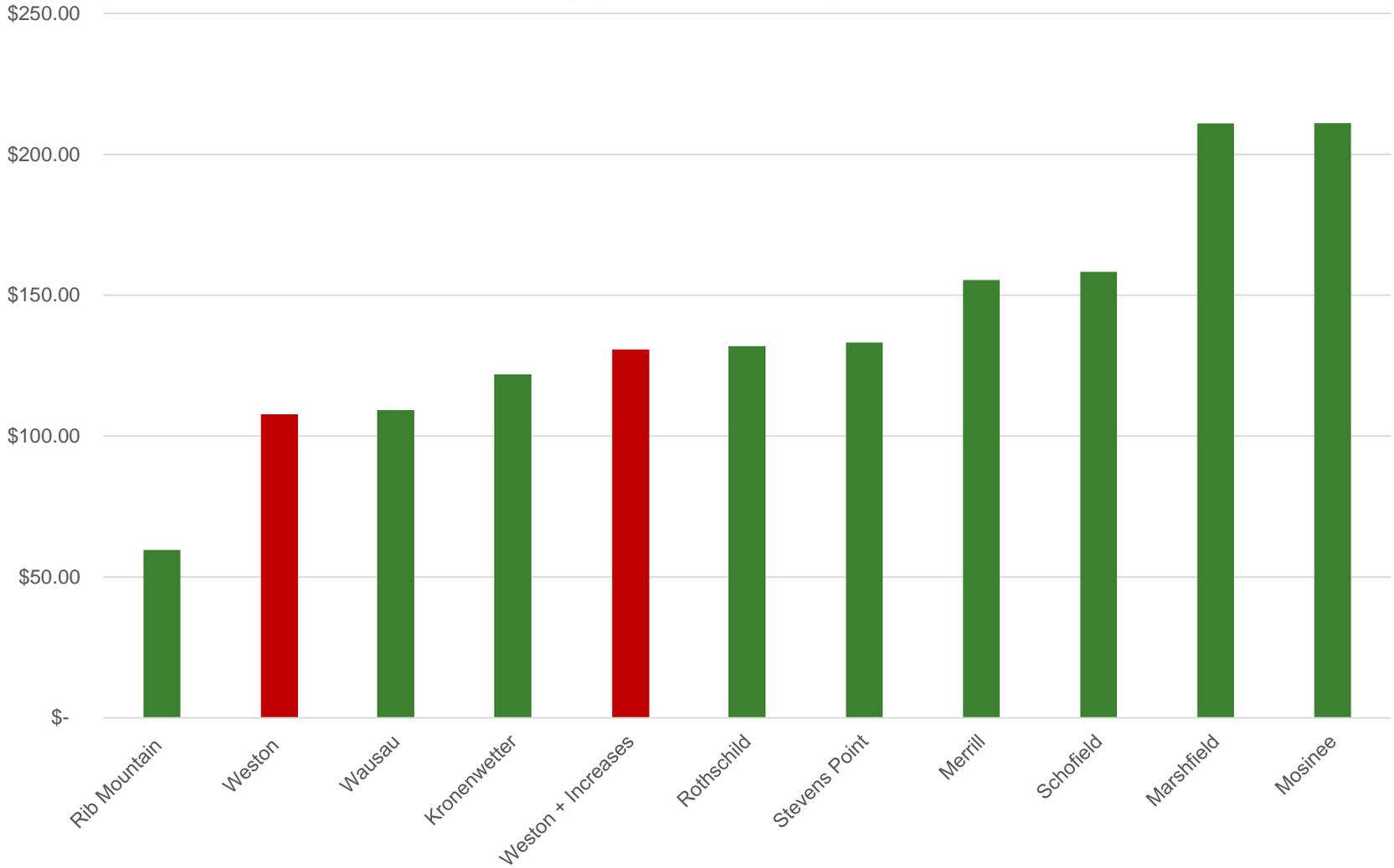
**Central WI Water Quarterly Utility Rates
based on a 17,500 gallon bill
(updated 12/15/17)**



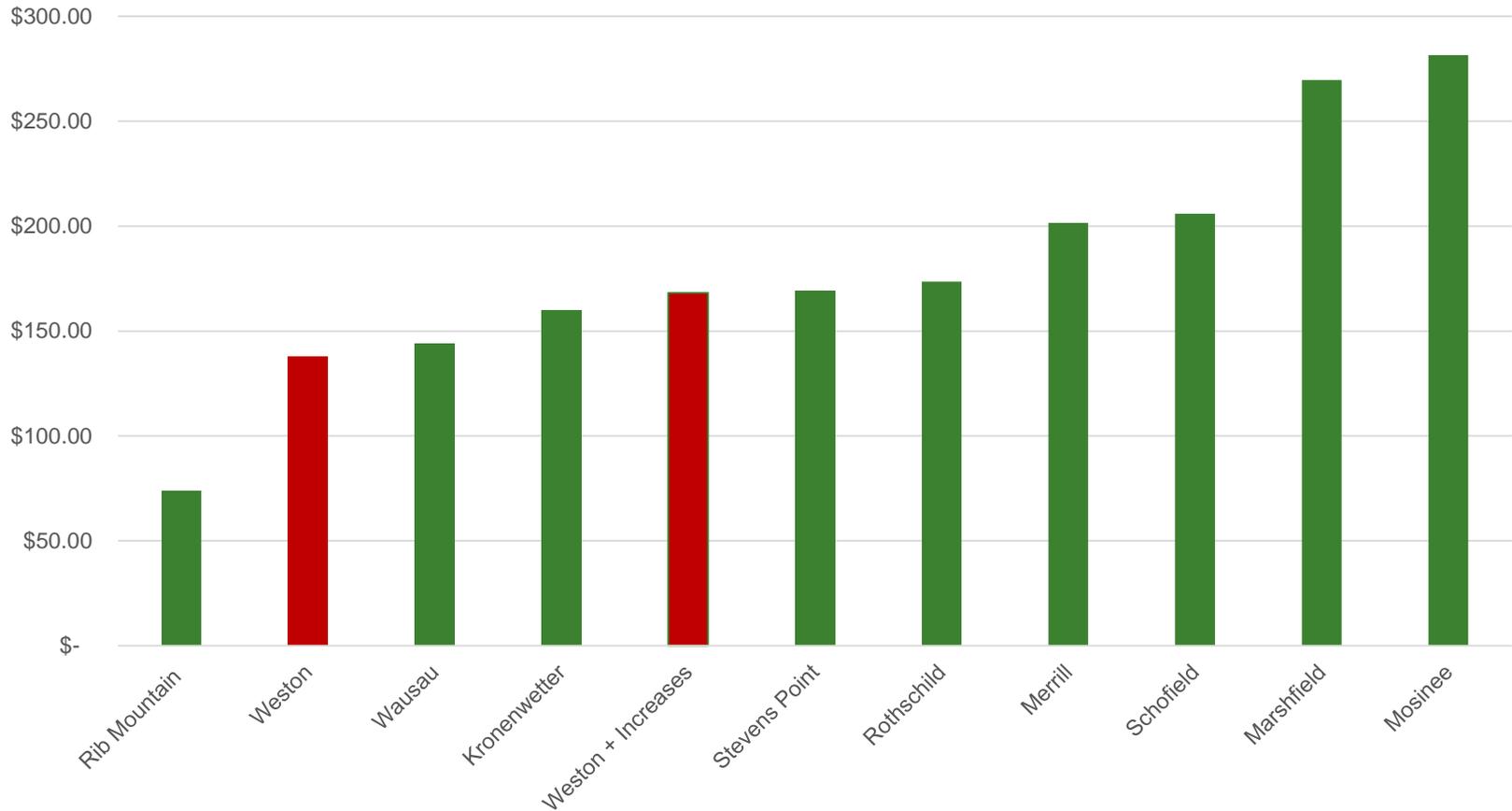
**Central WI Sewer Quarterly Utility Rates
based on a 17,500 gallon bill
(updated 12/15/17)**



**Central WI Water/Sewer Combined Quarterly Utility Rates
based on a 12,000 gallon bill
(updated 12/15/17)**



**Central WI Water/Sewer Combined Quarterly Utility Rates
based on a 17,500 gallon bill
(updated 12/15/17)**



**END OF
PACKET**