

**Village of Weston, Wisconsin  
OFFICIAL MEETING AGENDA OF THE PUBLIC WORKS COMMITTEE**

Monday, October 8, 2018, at 4:30 p.m.

**AGENDA ITEMS.**

1. Meeting called to order by Chairman Ziegler.
2. Welcome, introductions and acknowledgement of guests.
3. Roll Call by Recording Secretary.

Roll call indicated 4 Property & Infrastructure Members present.

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes (via phone)
Hubbard, Tom	No (excused)
Jensen, John	Yes
Ostrowski, Kevin	Yes
Priebe, Matthew	Yes

Village staff present were Keith Donner, Michael Wodalski, and Donna Van Swol. Also present was Loren White and a member of the media.

**4. Approval of minutes from previous meeting: September 10, 2018.**

***\*M/S/P Ostrowski/Priebe: to approve the minutes from the meeting of September 10, 2018 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

**5. Public Comments. None.**

**6. Approval of permits and applications.**

***\*M/S/P Jensen/Priebe: to approve water/sewer permit 201801160, 201801189, 201801190, 201801191, 201801192, 201801193, 201801198, 201801208, 201801219 & 201801220.***

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

**ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.**

7. **Response to Edward Dombroski Neupert Avenue, re: Questions About Utility Rates.** Donner reported this was an informational item for the committee. These were several questions Dombroski had submitted to staff a day prior to the public hearing for the water rates. Dombroski thought he discovered a “secret” with the Payment in Lieu of Taxes (PILOT) that the Water Utility pays to the Village annually. This has been a practice in existence and has been approved by the PSC, in the state of Wisconsin, for more than 100 years. Dombroski thought the Sewer Utility was also collecting the PILOT. Donner clarified to him the only provisions for that in the state statutes was for utilities classified as municipal public utilities that does not include Sanitary Districts and Sewer Utilities.
8. **Staff Response to Recent Social Media Posts Regarding Utility Rates and Recent Bills.** Donner reported this is more of an informational item for the committee. Last week on Facebook and Nextdoor social media there were a number of posts from customers insisting that their increased bills including the summer months (June 15 – September 15) were due to the rate increase. The real reason for their increase was higher water consumption due to the dry summer. We found this to be true after doing some research on the customers who did call in, some of their bills were 2 to 3 times higher. The proportion of these current bills that was affected by the new rates was minimal. Staff did not want to respond to every post but, we did feel there was a lot of misinformation being put out there, so we directed them to call the utility office to discuss their concerns.

There was discussion on getting a customer portal where the customer will be able to create their own account and get access to their water usage. Donner added he was responding to a customer with high water usage bill and they get into a denial mode that there is no way they could have used the water. You can see in a report that they used 600+ gallons in an hour period and it continues for 3 – 4 hour intervals for many days during the billing cycle. The water usage adds up.

## **EDUCATIONAL PRESENTATIONS & REPORTS.**

9. **Overview of Sensus Analytics Capabilities (Utility Customer Service Software).** Van Swol, using Sensus Analytics, showed the capabilities of the system to produce a report that shows the water usage by the hour. These reports have been shared with many customers and they are surprised how much water they are using in an hours-time to water their lawns. The reports have also been shared with customers who are suspected to have a leak. Two reports were looked at, one with high water usage and the other example was normal water usage for that customer. Donner added we hope to have the customer portal available by the end of the first quarter of 2019.

## **POLICY DISCUSSIONS AND RECOMMENDATIONS.**

10. **2019 Operating Budgets.** Donner reported there will be a special budget meeting on October 29.
  - a. **Village General Fund.** Wodalski reported we would like to get the surface transportation fund restored. Two years ago the surface maintenance fund was up to \$450,000. Last year’s fund went down to \$400,000. The 2019 budget as proposed is \$550,000. Using best practices, we should be spending over \$1M annually in surface maintenance. We are asking for about half of what is recommended. Wodalski would like to increase the public works crew by 1 to help with snowplowing, street repair, utility maintenance, etc. to get staffing back to where it was historically. Overall an increase of \$178,000 or 9.4% over the current 2018 budget is probable in Public Works. The majority of the increase is street maintenance, additional wages, and restoring the salt budget. This year the salt prices went up \$8/ton or just over 10% increase. We will be having discussions with the Finance Committee and the Village Board at the special budget meeting on October 29 before staff can make any recommendations to the Board.
  - b. **Water Utility.** Donner reported with the recent rate increase there won’t be a major change going into next year. Over the years we have lost people through attrition and have not replaced them. As

people take on different duties we are going to have a gap in public works administration side. Donner thought he would like to see recruiting a Utility Superintendent or Utility Manager position. The front clerical staff have been taking utility calls to become familiar with these calls. With the rate increase we were authorized additional operating revenue of \$465,000 after step II is implemented. A lot of the increase was to get our rate of return up, our water meter replacement project, and planning studies, etc. The biggest request for the budget will be for staffing additions which will be shared with the Sewer Utility.

**c. Sewer Utility.** Donner reported for the 2019 budget we will have planning studies, maintenance on the sewer system (manhole rehabilitation, infiltration/inflow prevention), and an increase to the RMMSD debt service due to the recent plant expansion. The RMMSD increase accounts for about \$118,000 or (17%) in additional expense in this item alone. Wastewater treatment is about 1/3 of the Sewer Utility operation and maintenance expenses.

**d. Stormwater Utility.** Wodalski reported there is a small adjustment to the Stormwater Utility 2019 budget for contracted services.

**11. 2019 Capital Budget.** Donner reported we have not had a significant capital project since 2012. We are looking at 3 or 4 neighborhoods that have been neglected for several years. At the budget workshop in August we were looking at possibly starting the process on \$5M in capital projects in 2019. We might be looking at resolutions at upcoming meetings, so we can start the design work and bond issue in the spring. We need to look at our funding sources for these projects. Do we want to continue to use special assessments as a funding source when it comes to street reconstruction in neighborhoods? There isn't a universal practice throughout the region in term of how the projects are funded. The tendency seems to be to get away from special assessments in many cases.

Wodalski reported on what other communities do for special assessments to the property owners. Some communities like Marshfield and Wausau special assess a proportional amount of the street, curb and gutter cost to the adjacent property owners. Other communities like Schofield and Rothschild don't special assess much of anything. Rothschild will special assess driveway entrances. Mosinee is similar unless they are adding something new they don't special assess. Wodalski reviewed the areas where road projects are needed. Wodalski added we are trying to continue the capital equipment turnover. It has been a couple of years since we got a new plow truck. Dealers tell us we are about 9 – 10 months out to receive a truck ordered today. We would like to order a replacement for our 25-year old truck. Also, the asphalt patcher is on its "last leg."

Donner added we will need to make a decision on the municipal facilities. Options are replacement of the existing building, repurpose a building somewhere else in the community, or make some improvements to the existing building.

12. Blank

13. Blank

**RESOLUTIONS/ORDINANCES.** None.

**FUTURE ITEMS.**

**14. Next meeting date(s):**

- |  |                        |
|--|------------------------|
| a. Monday, October 29, 2018 @ 6:00 p.m.  | Special Budget Meeting |
| b. Monday, November 12, 2018 @ 4:30 p.m. | Regular Meeting        |
| c. Monday, December 10, 2018 @ 4:30 p.m. | Regular Meeting        |

**15. Topics for future meetings.**

**a. Utility disconnect notice and procedure.**

**16. Remarks from staff.**

- a. Current projects.** Donner reported Municipal Well & Pump has started drilling the test well on the Yellow Banks park property on Camp Phillips Road. Jensen added the test well is done, the observation well is in, test pumping activities will begin next week, the aquifer test will be the following week.

Wodalski reported there are about 20 pressure gauges on fire hydrants around our system monitoring the day to day flow, so the engineering consultant can use that data to create a virtual model of our water system. Last week Tuesday we performed some fire flow tests at various locations throughout our system that stirred up water resulting in some discolored water complaints. Last Friday there were two sets of street valves replaced in the Rothschild area.

Donner reported last week the TIF district project plan amendment was approved by the Joint Review Board. The Camp Phillips Centre project has an individual permit application in to the Wisconsin DNR and the US Army Corp of Engineers for the proposed wetland disturbances for the commercial development in the southeast quadrant of the interchange (STH 29 and County Road X). There is a meeting being scheduled for week of October 22 to revisit with all the regulatory agencies to verify they have all the information they requested and to find out where we stand in this process.

**17. Remarks from Committee members.** None.

**18. Announcements.**

- a. October 10, 2018 @ 11:30 a.m. All Staff Luncheon**

**19. Adjournment.**

Chairman Ziegler adjourned the meeting at 5:31 p.m.

Donna Van Swol, Utility Clerk