



**CITY OF NEW BERLIN
WATER RESOURCE MANAGEMENT COMMITTEE
MEETING**

Tuesday, October 11, 2022

4:45 PM

Zoom Meeting #896 1978 6054

The Council has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

Any comments that the public wishes to make may be communicated to the city via email at citizencomments@newberlin.org and will be forwarded to the Water Resource Management Committee. Interested parties may also participate by:

- Downloading the ZOOM app located at <https://zoom.us/> and utilize this unique ID to join: 896 1978 6054
- Following this direct link to the meeting: <https://us02web.zoom.us/j/89619786054>
- Dial by phone: +13126266799,,89619786054# US (Chicago)

AGENDA

CALL MEETING TO ORDER

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

APPROVAL OF MINUTES

1. Approval of May 10, 2022 Water Resource Management Minutes

NEW BUSINESS

2. WRM 04-22 Approval of the 2023 WRM Operating Budget

ADJOURN

PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that members of and possible a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Clerk Rubina R. Medina (262) 786-8610.



CITY OF NEW BERLIN
WATER RESOURCE MANAGEMENT COMMITTEE MINUTES
Tuesday, May 10, 2022

Zoom Meeting

4:45 PM

Please note: Minutes are unofficial until approved by the WATER RESOURCE MANAGEMENT COMMITTEE at the next regularly scheduled meeting.

This Committee has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

To participate in the meeting, view the meeting, and/or ask questions, the public was able to do so by downloading the ZOOM app located at <https://zoom.us/> and utilize Meeting ID # 890 8063 3622 to join.

All votes were taken via a voice roll call vote.

CALL MEETING TO ORDER

Alderman Harenda called the Water Resource Management Committee to order at 4:45PM

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Mayor Ament, Alderman Harenda, Alderman Hopkins, Alderwoman Kroupa and Commissioner Kern

Also present: Cathy Schwalbach, Storm Water Project Engineer, Nicole Hewitt, Storm Water Division Engineer and Rubina R. Medina, City Clerk and Sherri Hanson, Deputy City Clerk

APPROVAL OF MINUTES

ITEM: October 12, 2021 Meeting Minutes

MOTION: **Motion to approve the October 12, 2021 Meeting Minutes**

VOTE: Motion by: Mayor Ament
Second by: Alderwoman Kroupa
Motion Passed Unanimously

NEW BUSINESS

ITEM: WRM 02-22 Recommend to Common Council the award of contract for construction of U-21-01 to Reconstruct Kelly Lakes Double Box Culvert

MOTION: Motion to approve and Recommend to Common Council the award of contract for construction of U-21-01 to Reconstruct Kelly Lakes Double Box Culvert.

VOTE: Motion by: Alderman Hopkins
Second by: Commissioner Kern

Motion Passed Unanimously

ITEM: WRM 03-22 Recommend to Common Council the award of contract for construction of U-21-02 to Reconstruct Cleveland Avenue and 130th Street Culvert Replacement

MOTION: Motion to approve and Recommend to Common Council the award of contract for construction of U-21-02 to Reconstruct Cleveland Avenue and 130th Street Culvert Replacement.

VOTE: Motion by: Alderman Hopkins
Second by: Mayor Ament
Motion Passed Unanimously

ADJOURN

MOTION: **Adjourn at 4:55PM**

VOTE: Motion by: Alderwoman Kroupa
Seconded by: Commissioner Kern
Motion Passed Unanimously

*Respectfully Submitted,
Sherri Hanson, Deputy City Clerk*

Department of Community Development

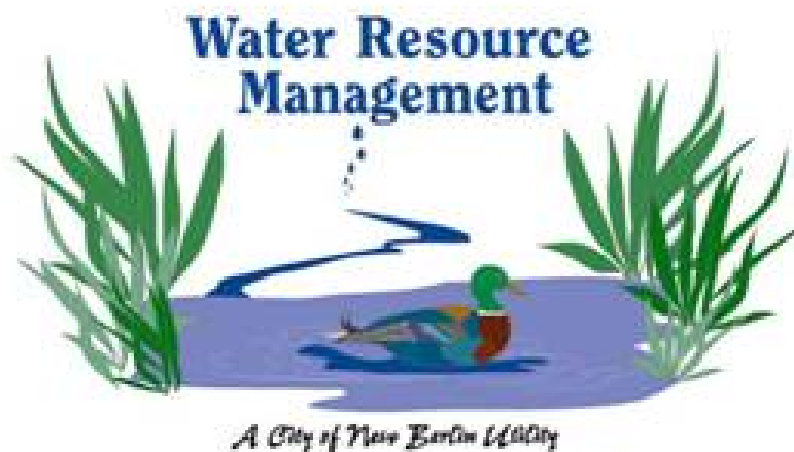
Engineering Services Division

GIS/LIS Services Division

Inspection Services Division

Planning Services Division

Water Resource Management Utility



2023 WATER RESOURCE MANAGEMENT OPERATING BUDGET

(Submitted to the Water Resource Management Committee October 11, 2022)

Prepared for:

*Mayor David Ament &
Common Council, City of New Berlin*

By:

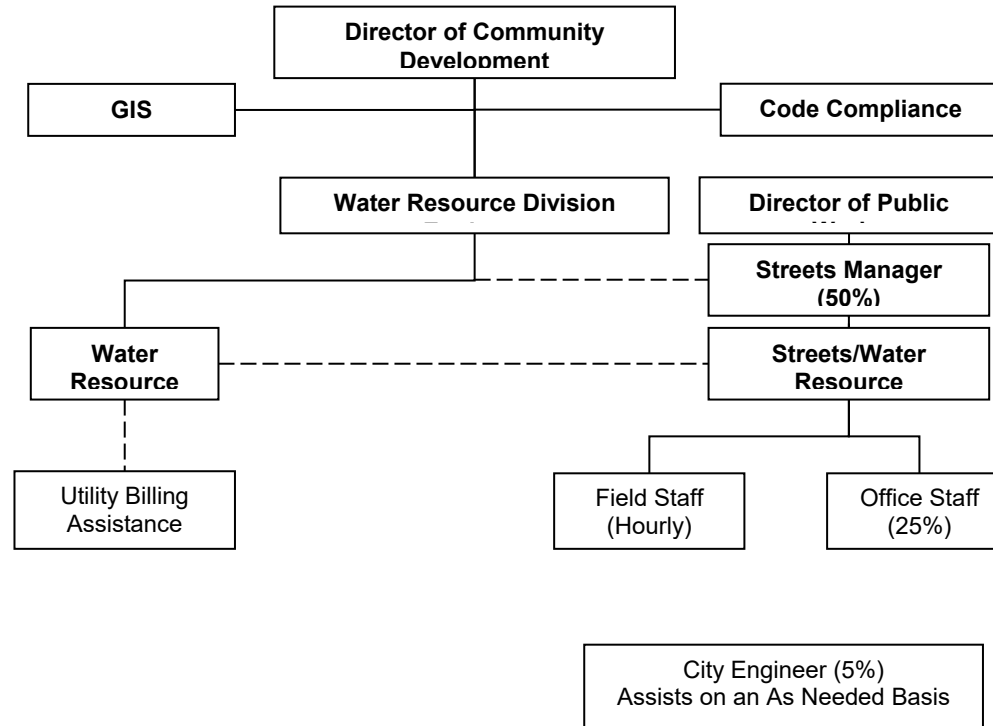
*Nicole Hewitt, P.E.
Division Engineer, Water Resources
October 11, 2022*

*Greg Kessler, Director
Department of Community Development*

2023 DEPARTMENT PERSONNEL

Gregory W. Kessler, AICP	Director of Community Development
Nicole Hewitt, P.E.	Division Engineer (Water Resources)
Cathy Schwalbach	Civil Engineer (Water Resources)
Dan Hogan	Code Compliance Specialist (Inspection)
Josh Radomski	Director of Public Works
Steve Brooks	Streets Manager
Don McMullen	Streets Supervisor
Cynthia Tesch	Streets/Stormwater Administration
Tamara Simonson, P.E.	City Engineer

2023
WATER RESOURCE MANAGEMENT
DEPARTMENTAL ORGANIZATION CHART



**EXECUTIVE BUDGET SUMMARY
YEAR 2023
OFFICE OF THE WATER RESOURCE MANAGEMENT UTILITY**

REVENUES										
ORG	Object		2020	2021	2022	2022	2022 EST	2023	COMMITTEE	2023
			ACTUAL	ACTUAL	ADOPTED	6 MONTHS	TOTAL	PROPOSED	CHANGES	ADOPTED
		OPERATING REVENUES:								
70710000	46110	RESIDENTIAL	756,503	758,257	760,000	379,087	759,100	760,000		760,000
70710000	46120	COMMERCIAL	723,632	731,303	727,000	369,548	727,000	727,000		727,000
70710000	46130	INDUSTRIAL	172,824	178,296	180,000	89,766	178,000	180,000		180,000
70710000	46140	PUBLIC	83,801	86,625	87,000	43,311	86,000	87,000		87,000
70710000	46200	PENALTIES	5,251	12,115	15,000	4,179	15,000	15,000		15,000
70710000	46301	CONTRACT WORK	7,500	-	2,000	-	2,000	2,000		2,000
70710000	46302	WATER QUALITY FEE	-	-	-	-				
			-----	-----	-----	-----	-----	-----	-----	-----
		SUBTOTAL-OPERATING REVENUES	1,749,511	1,766,596	1,771,000	885,891	1,767,100	1,771,000	-	1,771,000
		NON-OPERATING REVENUES:								
70711000	41000	GRANTS-FEDERAL	-	-	-		-	-		-
70711000	41010	GRANTS-STATE	-	-	-		-	-		-
70711000	41020	GRANTS-LOCAL	-	-	-		-	-		-
70711000	47000	INTEREST INCOME	16,945	2,077	5,000	6,758	3,000	5,000		5,000
70713000	42400	CAPITAL CONTRIBUTION		750,624	-	-				-
			-----	-----	-----	-----	-----	-----	-----	-----
		SUBTOTAL-NON-OPERATING REVENUES	16,945	752,701	5,000	6,758	3,000	5,000		5,000
		TOTAL REVENUES	1,766,456	2,519,297	1,776,000	892,649	1,770,100	1,776,000		1,776,000

**EXECUTIVE BUDGET SUMMARY
YEAR 2023
OFFICE OF THE WATER RESOURCE MANAGEMENT UTILITY**

EXPENSES										
			2020	2021	2022	2022	2022 EST	2023	COMMITTEE	2023
			ACTUAL	ACTUAL	ADOPTED	6 MONTHS	TOTAL	PROPOSED	CHANGES	ADOPTED
		OPERATING EXPENSES:								
70710710	50010	SALARY-FULLTIME	292,161	290,492	292,944	143,449	289,833	299,960		299,960
70710710	50020	SALARY-PARTTIME	-	-	-	-	-	-		-
70710710	51010	RETIREMENT	20,050	12,735	19,260	9,335	19,563	19,497		19,497
70710710	51020	FICA	20,780	20,671	22,668	10,293	22,172	22,947		22,947
70710710	51030	HEALTH INSURANCE	63,533	64,532	67,770	31,591	70,761	69,997		69,997
70710710	51060	LONG TERM DISABILITY	247	248	248	124	258	248		248
70710710	51065	VISION/DENTAL INS	1,165	1,278	1,373	645	1,486	1,373		1,373
70710710	51070	LIFE INSURANCE	523	519	528	260	517	537		537
70710710	52070	PRE-EMPLOYMENT TEST	-	-	-	-	-	-		-
70710710	52080	AUDIT FEES	2,000	2,500	-	-	-	-		-
70710710	52110	ADMIN CHARGE-UTILITY	21,000	21,000	22,650	-	22,650	22,650		22,650
70710710	52130	ADMIN CHARGE-STREETS LABOR	242,379	292,192	309,500	114,993	309,500	309,500		309,500
70710710	52130	ADMIN CHARGE-STREETS EQUIP	65,500	65,500	65,500	32,750	65,500	65,500		65,500
70710710	52030	CONTRACTED SERVICES/CARTE	13,908	19,805	29,000	-	29,000	29,000		29,000
70710710	53040	TELEPHONE/CELL PHONE	1,143	1,092	3,000	453	3,000	3,000		3,000
70710710	54020	R&M VEHICLES	4,162	2,462	15,000	1,908	15,000	15,000		15,000
70710710	54060	PRINTING/ADVERTISING	-	-	1,000	-	1,000	1,000		1,000
70710710	54120	OFFICE SUPPLIES	1,561	1,477	2,000	929	2,000	2,000		2,000
70710710	54170	POSTAGE	14,923	15,443	18,000	7,978	18,000	18,000		18,000
70710710	54190	GAS,OIL,LUBRICANTS	1,119	3,536	12,000	961	12,000	12,000		12,000
70710710	54275	CITY CENTER HOA	-	5,281	-	-	-	-		-
70710710	54300	CONFERENCE/TRAINING/MEETING	659	1,215	6,000	449	6,000	6,000		6,000
70710710	54320	MILEAGE	275	-	500	-	500	500		500
70710710	54350	PROMOTION/RELATIONS	6,225	6,225	6,000	6,848	6,500	6,000		6,000
70710710	54420	LANDSCAPING	7,642	5,793	17,000	77	17,000	17,000		17,000
70710710	54440	STONE	6,723	12,971	15,000	4,330	15,000	15,000		15,000
70710710	54480	CULVERTS/DRAINTILE	96,708	149,753	90,000	56,948	90,000	90,000		90,000
70710710	53030	SPOILS DISPOSAL	875	5,966	10,000	4,378	10,000	10,000		10,000
70710710	59021	STREAMBANK STABILIZATION	-	-	-	-	-	-		-
70710710	59010	EQUIPMENT	10,000	-	-	-	-	-		-
70710710	59060	DRAINAGE	60,362	41,012	116,500	8,362	116,500	116,500		116,500
70710710	56190	BAD DEBT	-	-	-	-	-	-		-
		SUBTOTAL-OPERATING EXPENSES	955,623	1,043,698	1,143,441	437,061	1,143,740	1,153,209		1,153,209
		NON-OPERATING EXPENSES:								
70710711	58010	DEPRECIATION	501,485	517,826	515,000	257,500	505,000	515,000		515,000
70710711	57015	LOSS ON DISPOSAL	328	-	-	-	-	-		-
70711000	52050	GRANT PROJECTS	-	-	-	-	-	-		-
70711714	58040	AMORTIZATION	-	-	-	-	-	-		-
70711713	57010	INTEREST EXPENSE	12,638	9,488	6,450	3,225	9,750	6,450		6,450
70711713	60001	ARBITRAGE EXPENSE	-	-	-	-	-	-		-
			514,451	527,314	521,450	260,725	514,750	521,450		521,450
		TOTAL EXPENSES	1,470,074	1,571,012	1,664,891	697,786	1,658,490	1,674,659		1,674,659

2023 Budget Overview

SALARY & FRINGES SUMMARY

	Item	2022 ADOPTED	2022 EST TOTAL	2023 PROPOSED	+/-
50010	SALARY-FULLTIME	292,944	289,833	299,960	10,127
50020	SALARY-PARTTIME	-	-	-	-
51010	RETIREMENT	19,260	19,563	19,497	(66)
51020	FICA	22,668	22,172	22,947	775
51030	HEALTH INSURANCE	67,770	70,761	69,997	(764)
51060	LONG TERM DISABILITY	248	258	248	(10)
51065	VISION/DENTAL INS	1,373	1,486	1,373	(113)
51070	LIFE INSURANCE	528	517	537	20
52070	PRE-EMPLOYMENT TEST	-	-	-	-
52110	ADMIN CHARGE-UTILITY	22,650	22,650	22,650	-
52130	ADMIN CHARGE-STREETS LABOR	309,500	309,500	309,500	-
52131	ADMIN CHARGE-STREETS EQUIP	65,500	65,500	65,500	-
	TOTAL	802,441	802,240	812,209	9,969

Staffing

Position	2020 Actual	2021 Actual	2022 Budget	2023 Proposed
DCD Director	15%	15%	15%	15%
Administrative	25%	25%	25%	25%
DPW Director	12.5%	12.5%	12.5%	12.5%
Streets/Storm Water Supervisor	75%	37.5%	37.5%	37.5%
Streets Manager	0%	50%	50%	50%
Code ComplianceCode Compliance	50%	50%	50%	50%
Division Engineer	75%	75%	75%	75%
Water Resource Engineer	100%	100%	100%	100%
Land & Water Resource Specialist	0%	0%	0%	0%
City Engineer	5%	5%	5%	5%
Total	3.6	3.7	3.7	3.7

52110 Administration Charge Utility

This is the amount the Water Utility would be reimbursed for the billing clerk processing the Water Resource Management Utility charges on the Water Utility bill and the amount reimbursed to the Utility for storm system Utility locates.

- 5% of Part time Billing Clerk Salary and Fringe..... \$ 2,650
- Utility Locate Reimbursement \$ 20,000
- Total..... \$ 22,650

52130 Administration Charge City Streets

Labor costs associated with Water Resource Utility projects.

- Streets Department Labor and fringe \$ 260,000
- 50% Operator Position \$ 38,380
- Total..... \$ 309,500

52130 Equipment Maintenance/Replacement

This is the amount the City Street Department would be reimbursed for their equipment and machinery usage.

- Equipment and machinery usage..... \$ 65,500

52030 Contracted Services

This is the amount to cover anticipated and unanticipated professional services from other City Departments and outside sources associated with design and policy as related to storm water issues. Includes GIS for ~\$20,000.

- Contracted Services \$ 34,000

53040 Telephone/Cell Phone

This is the for Telephone/Cell Phone expenses.

- Telephone/Cell Phone..... \$3,000

54020 R&M VEHICLES

2022 REQUEST	\$	15,000
2023 REQUEST	\$	15,000
+/-	\$	-

Street Sweeper & Hydroseeder Maintenance and Supplies.

54060 PRINTING & ADVERTISING

2022 REQUEST	\$	1,000
2023 REQUEST	\$	1,000
+/-	\$	-

This is the amount for publication of legal notices and printing of contract documents.

54120 OFFICE SUPPLIES

2022 REQUEST	\$ 2,000
2023 REQUEST	\$ 2,000
+/-	\$ -

This amount is for the typical supplies such as paper, envelopes, ink, glue, pencils, scissors, paper clips, stapler and staples, etc. that will be used in the billing and operations of the Storm Water Utility.

54170 POSTAGE

2022 REQUEST	\$ 18,000
2023 REQUEST	\$ 18,000
+/-	\$ -

This is the amount for printing quarterly Water Resource Utility bills, and for the additional postage necessary for sending bills to the customers who are not currently on the Water Utility billing system.

54190 GAS, OIL, AND LUBRICANTS

2022 REQUEST	\$ 12,000
2023 REQUEST	\$ 12,000
+/-	\$ -

Supplies are for the Street Sweeper & Hydroseeder.

54275 CITY CENTER HOA

2022 REQUEST	\$ -
2023 REQUEST	\$ 5,300
+/-	\$ 5,300

This is the City's share for taxes and stormwater management for the City Center Association which we are a member due to lands we own in City Center.

54300 CONFERENCES/TRAINING/MEETING

2022 REQUEST	\$ 6,000
2023 REQUEST	\$ 6,000
+/-	\$ -

This amount is to update staff on code regulations and new technology including a National Conference on system design & modeling/StormCon.

54320 MILEAGE

2022 REQUEST	\$	500
2023 REQUEST	\$	500
+/-	\$	-

This amount is for reimbursement of mileage.

54350 PROMOTIONS/RELATIONS

2022 REQUEST	\$	6,000
2023 REQUEST	\$	6,000
+/-	\$	-

The promotion fund is for the educational requirements of the WPDES Permit and any additional information in storm water notices

54420 LANDSCAPING MATERIALS

2022 REQUEST	\$	17,000
2023 REQUEST	\$	17,000
+/-	\$	-

This account will pay for the landscaping of storm water related projects (i.e. sod, seed, mulch, fertilizer, riprap, new technology for stabilization etc.).

54440 STONE

2022 REQUEST	\$	15,000
2023 REQUEST	\$	15,000
+/-	\$	-

This account will pay for backfill material used in the replacement or repair of culvert pipes and storm sewers.

54480 CULVERTS/DRAIN TILE

2022 REQUEST	\$	90,000
2023 REQUEST	\$	90,000
+/-	\$	-

This account will be used to pay for material costs of culvert pipe, drain tile, flared end sections, replacement grates, masonry endwalls and other materials used in the replacement and repair of storm sewers and culvert pipes.

53030 SPOILS DISPOSAL

2022 REQUEST	\$ 10,000
2023 REQUEST	\$ 10,000
+/-	\$ -

This account will be used to pay for disposal of spoil material from ditching projects and street sweeping operations.

59060 DRAINAGE

2022 REQUEST	\$ 116,500
2023 REQUEST	\$ 116,500
+/-	\$ -

- Illicit Discharge Screening\$ 10,000
- City Wide Storm Water Permit Fee\$ 6,500
- Contracted Drainage List Projects and System Inspection\$ 100,000
- Total.....\$ 116,500

58010 DEPRECIATION

2022 REQUEST	\$ 515,000
2023 REQUEST	\$ 515,000
+/-	\$ -

Depreciation of Fixed Assets.

58040 AMORITIZATION

2022 REQUEST	\$ -
2023 REQUEST	\$ -
+/-	\$ -

Allocation of Bond Issue Costs.

57010 INTEREST EXPENSE

2022 REQUEST	\$ 6,450
2023 REQUEST	\$ 6,450
+/-	\$ -

Interest of Borrowing for Storm Water CIP Projects.