

Water Resource Management Committee MEETING AGENDA



October 10, 2023 - 4:45 PM
Council Chambers
3805 S. Casper Drive

Published: 9/28/2023

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. March 14, 2023
4. **INFORMATION**
5. **NEW BUSINESS**
 - A. WRM 02-23 Approval of 2024 Water Resource Management Utility Operating Budget
6. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- 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.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.
- It is also possible that members of and possibly 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 in the above notice.



Water Resource Management Committee MEETING MINUTES

March 14, 2023 - 4:45 PM
Council Chambers
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL TO ORDER

Alderman Harenda called the meeting to order at 4:50 PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Deputy Clerk Godshall took the roll call as follows:

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

Excused: Mayor Ament

Staff Present: Storm Water Division Engineer Nicole Hewitt, Storm Water Project Engineer Cathy Schwalbach, and Deputy City Clerk Megan Godshall

Deputy Clerk Godshall stated a quorum had been established and the meeting was properly noticed.

3. APPROVAL OF MINUTES

A. October 11, 2022 Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Commissioner Kern
Motion Passed 4-0

4. OLD BUSINESS

None

5. INFORMATION

A. 2022 Year in Review Presentation

- General Activities
- Drainage Complaint Tracking
- Storm Task Tracking
- Stormwater Activities - Completed 258 tasks, received 170 requests
- Capitol Projects
 - 130th & Cleveland Culvert Replacement
 - Francis Ave (Kelly Lake) Culvert Replacement
- Future work and projects
- Emergency Management Assistance

6. NEW BUSINESS

None

7. ADJOURN

MOTION: Motion to Adjourn at 5:18 PM

VOTE: Motion by: Commissioner Kern
Second by: Alderperson Kroupa
Motion Passed 4-0

***Respectfully Submitted,
Megan Godshall, Deputy City Clerk***

Department of Community Development

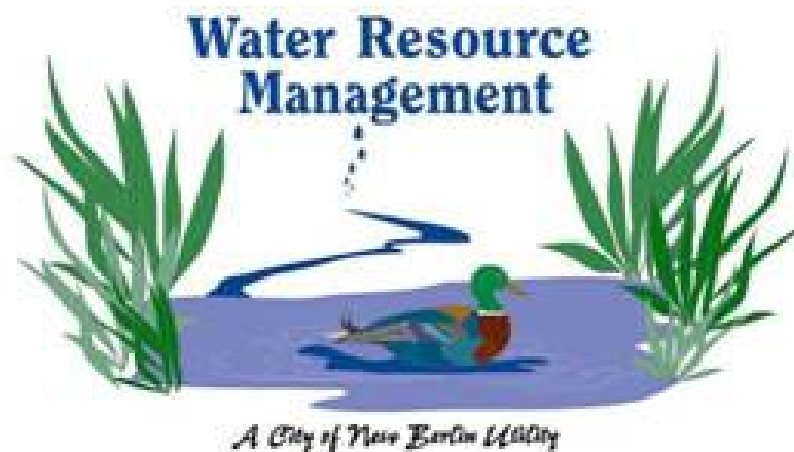
Engineering Services Division

GIS/LIS Services Division

Inspection Services Division

Planning Services Division

Water Resource Management Utility



2024 WATER RESOURCE MANAGEMENT OPERATING BUDGET

(Submitted to the Water Resource Management Committee October 10, 2023)

Prepared for:

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

By:

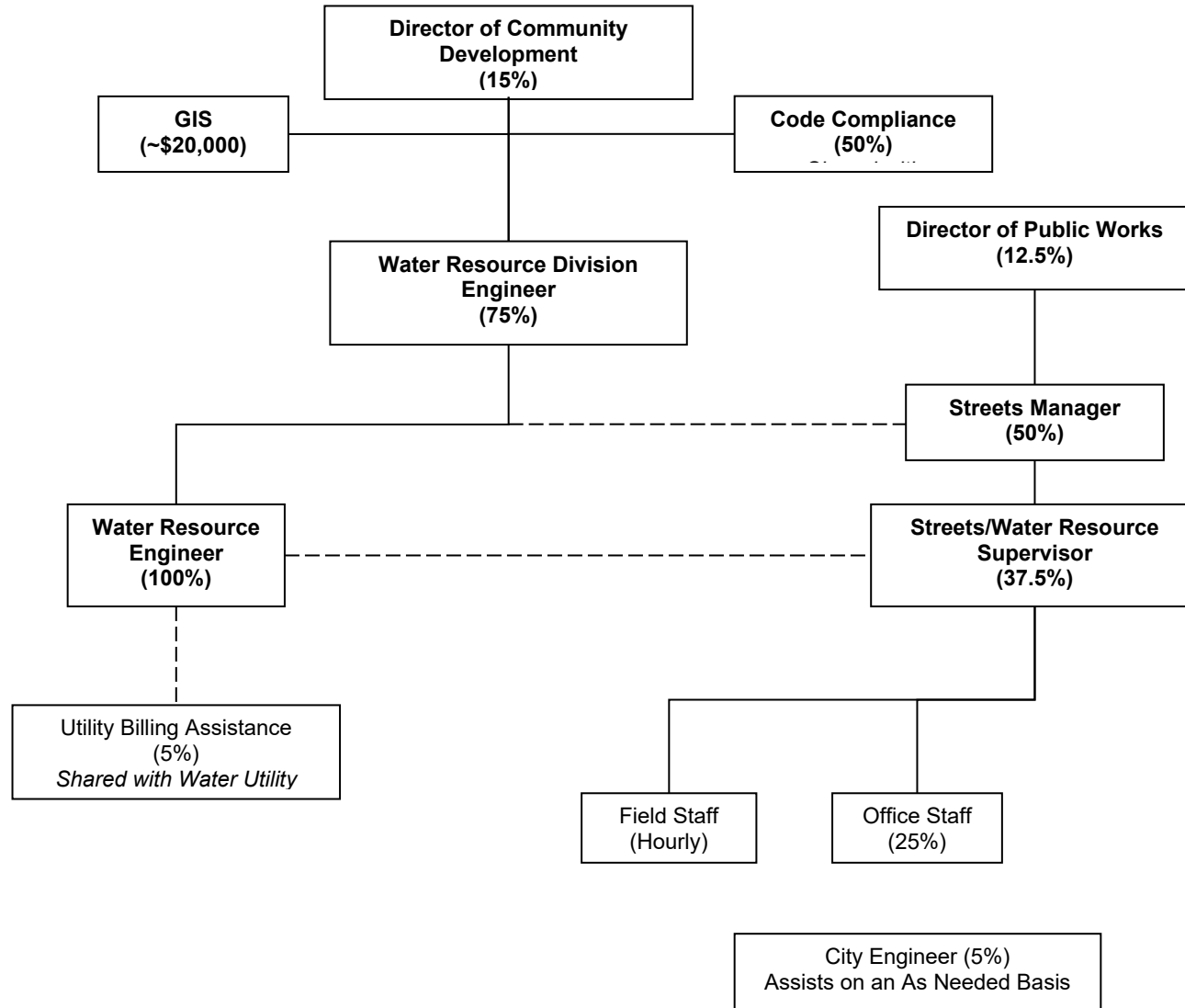
*Nicole Hewitt, P.E.
Division Engineer, Water Resources
October 10, 2023*

*Greg Kessler, Director
Department of Community Development*

2024 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

**2024
WATER RESOURCE MANAGEMENT
DEPARTMENTAL ORGANIZATION CHART**



**EXECUTIVE BUDGET SUMMARY
YEAR 2024
OFFICE OF THE WATER RESOURCE MANAGEMENT UTILITY**

REVENUES										
ORG	Object		2021	2022	2023	2023	2023 EST	2024	COMMITTEE	2024
			ACTUAL	ACTUAL	ADOPTED	6 MONTHS	TOTAL	PROPOSED	CHANGES	ADOPTED
		OPERATING REVENUES:								
70710000	46110	RESIDENTIAL	758,257	757,887	760,000	379,512	760,000	761,000		761,000
70710000	46120	COMMERCIAL	731,303	738,751	727,000	368,824	727,000	739,000		739,000
70710000	46130	INDUSTRIAL	178,296	179,532	180,000	92,451	180,000	184,000		184,000
70710000	46140	PUBLIC	86,625	86,613	87,000	43,302	87,000	87,000		87,000
70710000	46200	PENALTIES	12,115	17,386	15,000	4,686	15,000	15,000		15,000
70710000	46301	CONTRACT WORK	-	-	2,000	-	2,000			-
70710000	46302	WATER QUALITY FEE	-	-	-	-				
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		SUBTOTAL-OPERATING REVENUES	1,766,596	1,780,169	1,771,000	888,775	1,771,000	1,786,000	-	1,786,000
		NON-OPERATING REVENUES:								
70711000	41000	GRANTS-FEDERAL	-		-		-	-		-
70711000	41010	GRANTS-STATE	-		-		-	-		-
70711000	41020	GRANTS-LOCAL	-		-		-	-		-
70711000	47000	INTEREST INCOME	2,077	58,879	5,000	103,313	120,000	120,000		120,000
70713000	42400	CAPITAL CONTRIBUTION	750,624	231,179	-	-				-
			-----	-----	-----	-----	-----	-----	-----	-----
		SUBTOTAL-NON-OPERATING REVENUES	752,701	290,058	5,000	103,313	120,000	120,000		120,000
		TOTAL REVENUES	2,519,297	2,070,227	1,776,000	992,088	1,891,000	1,906,000		1,906,000

**EXECUTIVE BUDGET SUMMARY
YEAR 2024
OFFICE OF THE WATER RESOURCE MANAGEMENT UTILITY**

EXPENSES										
			2021	2022	2023	2023	2023 EST	2024	COMMITTEE	2024
			ACTUAL	ACTUAL	ADOPTED	6 MONTHS	TOTAL	PROPOSED	CHANGES	ADOPTED
		OPERATING EXPENSES:								
70710710	50010	SALARY-FULLTIME	290,492	290,786	299,960	147,341	299,960	308,840		308,840
70710710	50020	SALARY-PARTTIME	-		-		-	-		-
70710710	51010	RETIREMENT	12,735	11,956	19,497	10,025	19,497	21,311		21,311
70710710	51020	FICA	20,671	20,785	22,947	10,538	22,947	23,627		23,627
70710710	51030	HEALTH INSURANCE	64,532	63,240	69,997	32,598	69,997	81,711		81,711
70710710	51060	LONG TERM DISABILITY	248	249	248	113	248	248		248
70710710	51065	VISION/DENTAL INS	1,278	1,291	1,373	647	1,373	1,373		1,373
70710710	51070	LIFE INSURANCE	519	520	537	267	537	551		551
70710710	52070	PRE-EMPLOYMENT TEST	-					-		-
70710710	52080	AUDIT FEES	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	292,192	278,338	309,500	34,747	309,500	309,500		309,500
70710710	52130	ADMIN CHARGE-STREETS EQUIP	65,500	65,500	65,500	-	65,500	65,500		65,500
70710710	52030	CONTRACTED SERVICES/CARTE	19,805	15,877	34,000		34,000	34,000		34,000
70710710	53040	TELEPHONE/CELL PHONE	1,092	1,137	3,000	453	3,000	3,000		3,000
70710710	54020	R&M VEHICLES	2,462	2,659	15,000	4,880	15,000	15,000		15,000
70710710	54060	PRINTING/ADVERTISING	-	-	1,000		1,000	1,000		1,000
70710710	54120	OFFICE SUPPLIES	1,477	1,943	2,000	1,082	2,000	2,000		2,000
70710710	54170	POSTAGE	15,443	16,097	18,000	8,443	18,000	18,000		18,000
70710710	54190	GAS,OIL,LUBRICANTS	3,536	1,784	12,000	593	12,000	12,000		12,000
70710710	54275	CITY CENTER HOA	5,281		5,300		5,300	5,300		5,300
70710710	54300	CONFERENCE/TRAINING/MEETING	1,215	449	6,000	640	6,000	6,000		6,000
70710710	54320	MILEAGE	-	103	500		500	500		500
70710710	54350	PROMOTION/RELATIONS	6,225	13,696	6,000		6,000	7,000		7,000
70710710	54420	LANDSCAPING	5,793	7,893	17,000	13,332	17,000	17,000		17,000
70710710	54440	STONE	12,971	11,121	15,000	2,317	15,000	15,000		15,000
70710710	54480	CULVERTS/DRAINTILE	149,753	119,069	90,000	94,107	90,000	90,000		90,000
70710710	53030	SPOILS DISPOSAL	5,966	4,378	10,000	497	10,000	10,000		10,000
70710710	59021	STREAMBANK STABILIZATION						-		-
70710710	59010	EQUIPMENT				1,064	1,064	-		-
70710710	59060	DRAINAGE	41,012	100,691	116,500	6,500	100,000	117,000		117,000
70710710	56190	BAD DEBT	-					-		-
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		SUBTOTAL-OPERATING EXPENSES	1,043,698	1,050,562	1,163,509	370,184	1,148,073	1,188,111		1,188,111
		NON-OPERATING EXPENSES:								
70710711	58010	DEPRECIATION	517,826	530,175	515,000	42,916	525,000	530,000		530,000
70710711	57015	LOSS ON DISPOSAL		4,080			-	-		-
70711000	52050	GRANT PROJECTS				-	-	-		-
70711714	58040	AMORTIZATION	-	-	-	-	-	-		-
70711713	57010	INTEREST EXPENSE	9,488	6,325	6,450	538	6,325	1,650		1,650
70711713	60001	ARBITRAGE EXPENSE	-	-	-	-	-	-		-
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		SUBTOTAL-NON-OPERATING EXPENSES	527,314	540,580	521,450	43,454	531,325	531,650		531,650
		TOTAL EXPENSES	1,571,012	1,591,142	1,684,959	413,638	1,679,398	1,719,761		1,719,761

2024 Budget Overview

SALARY & FRINGES SUMMARY

Item	2023 ADOPTED	2023 EST TOTAL	2024 PROPOSED	+/-
50010 SALARY-FULLTIME	299,960	299,960	308,840	8,880
50020 SALARY-PARTTIME	-	-	-	-
51010 RETIREMENT	19,497	19,497	21,311	1,814
51020 FICA	22,947	22,947	23,627	680
51030 HEALTH INSURANCE	69,997	69,997	81,711	11,714
51060 LONG TERM DISABILITY	248	248	248	-
51065 VISION/DENTAL INS	1,373	1,373	1,373	-
51070 LIFE INSURANCE	537	537	551	14
52070 PRE-EMPLOYMENT TEST	-	-	-	-
52110 ADMIN CHARGE-UTILITY	309,500	22,650	22,650	-
52130 ADMIN CHARGE-STREETS LABOR	65,500	309,500	309,500	-
52131 ADMIN CHARGE-STREETS EQUIP	34,000	65,500	65,500	-
TOTAL	823,559	812,209	835,311	23,102

Staffing

Position	2021 Actual	2022 Actual	2023 Budget	2024 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	37.5%	37.5%	37.5%	37.5%
Streets Manager	50%	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	3.7	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..... \$ 29,000

53040 Telephone/Cell Phone

This is the for Telephone/Cell Phone expenses.

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

54020 R&M VEHICLES

2023 REQUEST	\$	15,000
2024 REQUEST	\$	15,000
+/-	\$	-

Street Sweeper & Hydroseeder Maintenance and Supplies.

54060 PRINTING & ADVERTISING

2023 REQUEST	\$	1,000
2024 REQUEST	\$	1,000
+/-	\$	-

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

54120 OFFICE SUPPLIES

2023 REQUEST	\$	2,000
2024 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

2023 REQUEST	\$	18,000
2024 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

2023 REQUEST	\$	12,000
2024 REQUEST	\$	12,000
+/-	\$	-

Supplies are for the Street Sweeper & Hydroseeder.

54275 CITY CENTER HOA

2023 REQUEST	\$	5,300
2024 REQUEST	\$	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

2023 REQUEST	\$	6,000
2024 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

2023 REQUEST	\$	500
2024 REQUEST	\$	500
+/-	\$	-

This amount is for reimbursement of mileage.

54350 PROMOTIONS/RELATIONS

2023 REQUEST	\$ 6,000
2024 REQUEST	\$ 7,000
+/-	\$ 1,000

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

54420 LANDSCAPING MATERIALS

2023 REQUEST	\$ 17,000
2024 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

2023 REQUEST	\$ 15,000
2024 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

2023 REQUEST	\$ 90,000
2024 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

2023 REQUEST	\$ 10,000
2024 REQUEST	\$ 10,000
+/-	\$ -

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

59060 DRAINAGE

2023 REQUEST	\$ 116,500
2024 REQUEST	\$ 117,000
+/-	\$ 500

- Illicit Discharge Screening\$ 10,000.00
- City Wide Storm Water Permit Fee\$ 7,000.00
- Contracted Drainage List Projects and System Inspection.....\$ 100,000.00

Total \$ 117,000.00

58010 DEPRECIATION

2023 REQUEST	\$ 515,000
2024 REQUEST	\$ 530,000
+/-	\$ 15,000

Depreciation of Fixed Assets.

58040 AMORITIZATION

2023 REQUEST	\$ -
2024 REQUEST	\$ -
+/-	\$ -

Allocation of Bond Issue Costs.

57010 INTEREST EXPENSE

2023 REQUEST	\$ 6,450
2024 REQUEST	\$ 1,650
+/-	\$ (4,800)

Interest of Borrowing for Storm Water CIP Projects.