

Water Resource Management Committee MEETING AGENDA



October 8, 2024 - 4:45 PM
Council Chambers
3805 S. Casper Drive

Published 10/2/2024

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. April 9, 2024 Meeting Minutes
4. **OLD BUSINESS**
 - A. None
5. **NEW BUSINESS**
 - A. 2025 Water Resource Management Operating Budget
6. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlinWI.gov
- The minutes are published online and are approved at the next regularly scheduled meeting.
- Action may be taken on any of the agenda items and the agenda may be discussed in any order.
- You may email comments to the City Clerk at CitizenComments@NewBerlinWI.gov. The comments will be forwarded to the mayor and governing body members. The emailed comments are not read during the meeting.
- The City of New Berlin is committed to hosting inclusive, accessible meetings. We strive to enable all individuals, regardless of their abilities, to engage and participate fully. If you have a qualifying disability under the Americans with Disabilities Act that requires the meeting to be accessible, please contact the Office of the City Clerk at (262) 786-8610 or via email at ClerksOffice@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. We will make every effort to accommodate your needs through appropriate aids and/or services.
- It is also possible that members of and possibly a quorum of other municipal governmental bodies may attend the above-stated meeting to gather information; any governmental body will take no action at the above-stated meeting other than the governmental body specifically referred to in the above meeting notice.

Water Resource Management Committee MEETING MINUTES



April 9, 2024 - 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 4:47PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Joelle Erickson took the roll call as follows:

Present: Alderperson Hopkins, Alderperson La Fever, Mayor Ament, Commissioner Kern, Alderperson Harenda

Staff Present: Division Engineer - Stormwater - Nicole Hewitt, Project Engineer - Stormwater - Cathy Schwalbach, Community Relations Specialist Joelle Erickson

3. APPROVAL OF MINUTES

A. October 10, 2023 Meeting Minutes

MOTION: Motion to Approve October 10, 2023 Meeting Minutes

VOTE: Motion by: Mayor Ament
Second by: Alderman Hopkins
Motion Passes 5-0

4. INFORMATION

A. 2023 Year in Review

- o Development & building permit plan reviews
- o Infrastructure plan reviews
- o Construction field inspections
- o Tracking flooding and stormwater issues citywide
- o 2024 projects? It will be the same schedule. No big projects planned.

5. ADJOURN

MOTION: Motion to Adjourn at 4:57PM

VOTE: Motion by: Mayor Ament
Second by: Commissioner Kern
Motion Passes 5-0

*Respectfully Submitted,
Joelle Erickson, Community Relations Specialist*

Department of Community Development

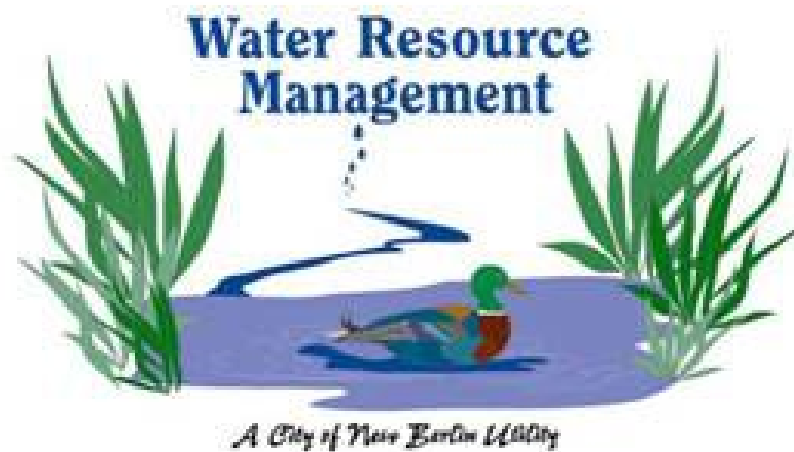
Engineering Services Division

GIS/LIS Services Division

Inspection Services Division

Planning Services Division

Water Resource Management Utility



2025 WATER RESOURCE MANAGEMENT OPERATING BUDGET

(Submitted to the Water Resource Management Committee October 8, 2024)

Prepared for:

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

By:

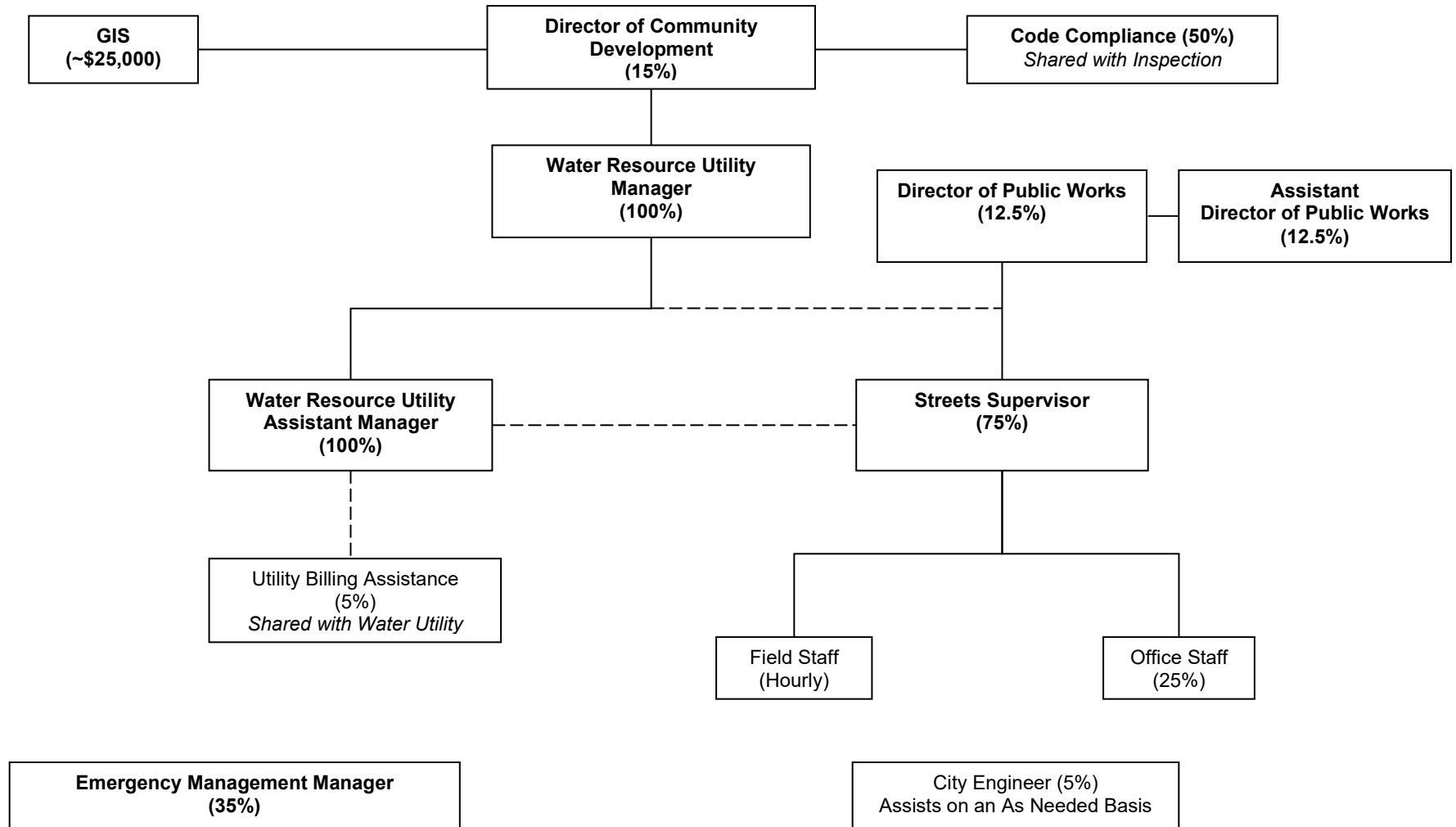
*Nicole Hewitt, P.E.
Division Engineer, Water Resources
October 8, 2024*

*Greg Kessler, Director
Department of Community Development*

2025 DEPARTMENT PERSONNEL

Gregory W. Kessler, AICP	Director of Community Development
Nicole Hewitt, P.E.	Water Resources Utility Manager
Vacant	Water Resources Utility Assistant Manager
Dan Hogan	Code Compliance Specialist (Inspection)
Lucas Pichler, P.E.	Director of Public Works
Michael Eder	Assistant Director of Public Works
Jason Bednarz	Streets Supervisor
Cynthia Tesch	Streets/Stormwater Administration
Jim Burns	Emergency Management Manager
Tamara Simonson, P.E.	City Engineer

**2025
WATER RESOURCE MANAGEMENT
DEPARTMENTAL ORGANIZATION CHART**



**EXECUTIVE BUDGET SUMMARY
YEAR 2025
OFFICE OF THE WATER RESOURCE MANAGEMENT UTILITY**

REVENUES										
ORG	Object		2022	2023	2024	2024	2024 EST	2025	COMMITTEE	2025
			ACTUAL	ACTUAL	ADOPTED	6 MONTHS	TOTAL	PROPOSED	CHANGES	ADOPTED
		OPERATING REVENUES:								
70710000	46110	RESIDENTIAL	757,887	759,248	761,000	380,220	761,000	762,000		762,000
70710000	46120	COMMERCIAL	738,751	739,545	739,000	372,290	745,000	745,000		745,000
70710000	46130	INDUSTRIAL	179,532	187,938	184,000	96,819	193,600	195,000		195,000
70710000	46140	PUBLIC	86,613	86,604	87,000	42,938	86,000	86,000		86,000
70710000	46200	PENALTIES	17,386	17,845	15,000	4,633	16,000	16,500		16,500
70710000	46301	CONTRACT WORK	-	-		280	280	-		-
70710000	46302	WATER QUALITY FEE	-	-	-	-				
			-----	-----	-----	-----	-----	-----	-----	-----
		SUBTOTAL-OPERATING REVENUES	1,780,169	1,791,180	1,786,000	897,180	1,801,880	1,804,500	-	1,804,500
		NON-OPERATING REVENUES:								
70711000	41000	GRANTS-FEDERAL			-		-	-		-
70711000	41010	GRANTS-STATE			-		-	-		-
70711000	41020	GRANTS-LOCAL			-		-	-		-
70711000	44062	CLAIM SETTLEMENT		17,414						
70711000	47000	INTEREST INCOME	58,879	192,958	120,000	118,109	218,000	180,000		180,000
70713000	42400	CAPITAL CONTRIBUTION	231,179	1,500,957	-	-				-
			-----	-----	-----	-----	-----	-----	-----	-----
		SUBTOTAL-NON-OPERATING REVENUES	290,058	1,711,329	120,000	118,109	218,000	180,000		180,000
		TOTAL REVENUES	2,070,227	3,502,509	1,906,000	1,015,289	2,019,880	1,984,500		1,984,500

**EXECUTIVE BUDGET SUMMARY
YEAR 2025
OFFICE OF THE WATER RESOURCE MANAGEMENT UTILITY**

EXPENSES										
			2022	2023	2024	2024	2024 EST	2025	COMMITTEE	2025
			ACTUAL	ACTUAL	ADOPTED	6 MONTHS	TOTAL	PROPOSED	CHANGES	ADOPTED
		OPERATING EXPENSES:								
70710710	50010	SALARY-FULLTIME	290,786	296,657	308,840	135,239	308,840	381,883		381,883
70710710	50020	SALARY-PARTTIME					-	-		-
70710710	51010	RETIREMENT	11,956	27,578	21,311	8,625	21,311	26,541		26,541
70710710	51020	FICA	20,785	21,222	23,627	9,707	23,627	29,215		29,215
70710710	51030	HEALTH INSURANCE	63,240	65,198	81,711	28,354	81,711	87,966		87,966
70710710	51060	LONG TERM DISABILITY	249	226	248	91	248	270		270
70710710	51065	VISION/DENTAL INS	1,291	1,293	1,373	570	1,373	1,605		1,605
70710710	51070	LIFE INSURANCE	520	543	551	230	551	749		749
70710710	52070	PRE-EMPLOYMENT TEST					-	-		-
70710710	52080	AUDIT FEES		2,000			-			
70710710	52110	ADMIN CHARGE-UTILITY	21,000	22,650	22,650	-	22,650	22,650		22,650
70710710	52130	ADMIN CHARGE-STREETS LABOR	278,338	383,510	309,500	84,900	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	15,877	22,849	34,000		34,000	45,000		45,000
70710710	53040	TELEPHONE/CELL PHONE	1,137	1,087	3,000	456	3,000	3,000		3,000
70710710	54020	R&M VEHICLES	2,659	5,989	15,000	922	15,000	15,000		15,000
70710710	54060	PRINTING/ADVERTISING	-		1,000		1,000	1,000		1,000
70710710	54120	OFFICE SUPPLIES	1,943	2,428	2,000	724	2,000	2,000		2,000
70710710	54170	POSTAGE	16,097	17,120	18,000	8,964	18,000	18,000		18,000
70710710	54190	GAS,OIL,LUBRICANTS	1,784	1,486	12,000	2,135	12,000	12,000		12,000
70710710	54275	CITY CENTER HOA			5,300		5,300	5,300		5,300
70710710	54300	CONFERENCE/TRAINING/MEETING	449	640	6,000	240	6,000	6,000		6,000
70710710	54320	MILEAGE	103	68	500		500	500		500
70710710	54350	PROMOTION/RELATIONS	13,696		6,000		6,000	7,000		7,000
70710710	54420	LANDSCAPING	7,893	14,071	17,000	4,825	17,000	17,000		17,000
70710710	54440	STONE	11,121	2,605	15,000	1,436	15,000	15,000		15,000
70710710	54480	CULVERTS/DRAINTILE	119,069	195,951	90,000	34,256	90,000	90,000		90,000
70710710	53030	SPOILS DISPOSAL	4,378	3,847	10,000	1,901	10,000	10,000		10,000
70710710	59021	STREAMBANK STABILIZATION					-	-		-
70710710	59010	EQUIPMENT		1,325			-	-		-
70710710	59060	DRAINAGE	100,691	27,213	100,000	6,600	100,000	117,000		117,000
70710710	56190	BAD DEBT						-		-
		SUBTOTAL-OPERATING EXPENSES	1,050,562	1,183,056	1,170,111	362,925	1,170,111	1,289,679		1,289,679
		NON-OPERATING EXPENSES:								
70710711	58010	DEPRECIATION	530,175	561,679	530,000	85,832	562,000	565,000		565,000
70710711	57015	LOSS ON DISPOSAL	4,080				-	-		-
70711000	52050	GRANT PROJECTS				-	-	-		-
70711714	58040	AMORTIZATION	-	-	-	-	-	-		-
70711713	57010	INTEREST EXPENSE	6,325	3,162	1,650	1,513	-	-		-
70711713	60001	ARBITRAGE EXPENSE	-	-	-	-	-	-		-
		SUBTOTAL-NON-OPERATING EXPENSES	540,580	564,841	531,650	87,345	562,000	565,000		565,000
		TOTAL EXPENSES	1,591,142	1,747,897	1,701,761	450,270	1,732,111	1,854,679		1,854,679

2025 Budget Overview

SALARY & FRINGES SUMMARY

Item	2024 ADOPTED	2024 EST TOTAL	2025 PROPOSED	+/-
50010 SALARY-FULLTIME	308,840	308,840	381,883	73,043
50020 SALARY-PARTTIME	-	-	-	-
51010 RETIREMENT	21,311	21,311	26,541	5,230
51020 FICA	23,627	23,627	29,215	5,588
51030 HEALTH INSURANCE	81,711	81,711	87,966	6,255
51060 LONG TERM DISABILITY	248	248	270	22
51065 VISION/DENTAL INS	1,373	1,373	1,605	232
51070 LIFE INSURANCE	551	551	749	198
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	846,661	835,311	925,879	90,568

Staffing

Position	2022 Actual	2023 Actual	2024 Budget	2025 Proposed
DCD Director	15%	15%	15%	15%
Administrative	25%	25%	25%	25%
DPW Director	12.5%	12.5%	12.5%	12.5%
Assistant DPW Director	37.5%	37.5%	37.5%	12.5%
Emergency Management Manager	0.0%	0.0%	0.0%	35%
Streets Manager	50%	50%	50%	75%
Code Compliance	50%	50%	50%	50%
Division Engineer	75%	75%	75%	100%
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	4.3

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 and Cartegraph for ~\$25,000.

- Contracted Services.....\$ 45,000

53040 Telephone/Cell Phone

This is the for Telephone/Cell Phone expenses.

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

54020 R&M VEHICLES

2024 REQUEST	\$	15,000
2025 REQUEST	\$	15,000
+/-	\$	-

Street Sweeper & Hydroseeder Maintenance and Supplies.

54060 PRINTING & ADVERTISING

2024 REQUEST	\$	1,000
2025 REQUEST	\$	1,000
+/-	\$	-

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

54120 OFFICE SUPPLIES

2024 REQUEST	\$	2,000
2025 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

2024 REQUEST	\$	18,000
2025 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

2024 REQUEST	\$	12,000
2025 REQUEST	\$	12,000
+/-	\$	-

Supplies are for the Street Sweeper & Hydroseeder.

54275 CITY CENTER HOA

2024 REQUEST	\$	5,300
2025 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

2024 REQUEST	\$	6,000
2025 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

2024 REQUEST	\$	500
2025 REQUEST	\$	500
+/-	\$	-

This amount is for reimbursement of mileage.

54350 PROMOTIONS/RELATIONS

2024 REQUEST	\$ 6,000
2025 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

2024 REQUEST	\$ 17,000
2025 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

2024 REQUEST	\$ 15,000
2025 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

2024 REQUEST	\$ 90,000
2025 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

2024 REQUEST	\$ 10,000
2025 REQUEST	\$ 10,000
+/-	\$ -

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

59060 DRAINAGE

2024 REQUEST	\$ 100,000
2025 REQUEST	\$ 117,000
+/-	\$ 17,000

- Illicit Discharge Screening \$ 10,000
- City Wide Storm Water Permit Fee \$ 7,000
- Contracted Drainage List Projects and System Inspection..... \$ 100,000
- Total..... \$ 117,000**

58010 DEPRECIATION

2024 REQUEST	\$ 530,000
2025 REQUEST	\$ 565,000
+/-	\$ 35,000

Depreciation of Fixed Assets.

58040 AMORITIZATION

2024 REQUEST	\$ -
2025 REQUEST	\$ -
+/-	\$ -

Allocation of Bond Issue Costs.

57010 INTEREST EXPENSE

2024 REQUEST	\$ 1,650
2025 REQUEST	\$ -
+/-	\$ (1,650)

Interest of Borrowing for Storm Water CIP Projects.