



CITY OF REEDSBURG
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Public Works Committee Agenda
October 19, 2022
Reedsburg City Hall Council Chambers
6:00 PM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON SEPTEMBER 21, 2022:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Recommend to Council - Resolution 4487-22 regarding Sewer Rates for 2023
- B. Consideration of Town & Country Engineering contract for final design of new WWTP.
- C. Consideration of stop sign request at intersection of North Wengel Drive and Huntington Park Drive.
- D. Update on current projects

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg, WI
September 21, 2022

The Public Works Committee for the City of Reedsburg convened for a regular meeting, on September 21, 2022 at 6:00 p.m. at the Reedsburg Center Conference Room with the following members present:

Members Present: Jamison Sporakowski, Dave Knudsen, Phil Peterson and Craig Braunschweig

Also Present: Steven Zibell, Ben Heidemann and Billie Kershaw

Motion by Sporakowski seconded by Peterson to approve the minutes from August 17, 2022 meeting.

Motion Carried

Ben gave a PowerPoint presentation on the progress of the wwtp project. He went over timelines, lift station and forcemain layouts along with a preliminary site plan layout of the plant. Ben's goal is to have plans and specifications done by late 2023 and bid in winter of 2023/2024.

No Action

Ben discussed the proposed sewer rate increases and stated he would have more detailed number at our next meeting in October. Ben stated he planned on looking at 4 rate increases if needed over the next 5 year period.

No Action

Motion by Sporakowski seconded by Peterson to adjourn.

Motion Carried

Adjourned at 7:20 p.m.
Respectively Submitted,

Steven T. Zibell, Public Works Director/City Engineer
City of Reedsburg

MEMORANDUM

Date: October 18, 2022

To: City of Reedsburg Public Works Committee

From: Ben Heidemann, P.E., Vice President – Town and Country Engineering

Subject: 2023 Sewer User Rate Increase Recommendations

The City of Reedsburg has completed a WWTF Facilities Plan (submitted December 2021) and has proceeded with the recommendation for construction of a new wastewater treatment facility. As a part of the Facilities Planning process, user rate projections were performed to estimate the impact of the project costs on users of the system. The City's current sewer user rates are as follows:

- | | |
|--|---------|
| • Fixed Charge (\$/mo): | \$11.50 |
| • Variable Charge (\$/cf): | \$3.90 |
| • Average Residential User Cost (at 3,500 gal/mo): | \$29.75 |

The Facilities Plan rate estimates were based upon a variety of assumptions that are outlined below.

- 2020 City flow and loadings.
- 2020 industrial loadings.
- Prepayment of existing CWF loans utilizing cash on hand.

Since that time the City, Town and Country Engineering, and Wisconsin Public Finance Professionals have worked together to confirm some of the assumptions and update the rate projections based upon the funding provided by USDA Rural Development. Some of the assumptions have been updated as follows:

- Updated flow, loading and expenses/revenue based upon 2021 audits.
- Reduction of Saputo's flow and loading by 70% annually – based upon conversations with Saputo related to their goat cheese conversion.
- DOA has stated that prepayment of the CWF loans will not be allowed.
- Rate increases in 2023, 2024, 2025, 2026 and 2028.

Additionally, Wisconsin Public Finance Professionals recommended reviewing the interim financing interest payment for the Rural Development loan and consider paying those costs utilizing the City's cash reserves instead of capitalizing them within the loan. This results in approximately \$1.50 less per month for the average user in the final rate step, however requires a more significant escalation of rates over the next 6 years. After discussions with City staff, the recommended rate increases/approach reflect City paying project interest using cash reserves. As a result, 2023 rate increases are recommended below.

2023

- | | |
|----------------------------------|---------|
| • Fixed Charge (\$/mo): | \$11.50 |
| • Variable Charge (\$/cf): | \$5.50 |
| • Average Residential User Cost: | \$37.24 |
| • Variable Charge (Industrial): | \$3.25 |
| • BOD: | \$0.36 |
| • TSS: | \$0.39 |

TOWN & COUNTRY ENGINEERING, INC.

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- Phosphorus: \$11.54

Rate projections will be updated each year to incorporate previous year audited revenue/expenses as well as updates to industrial usages. Our current estimated final rate impact, which incorporates all project costs, is as follows:

Final

- Fixed Charge (\$/mo): \$11.50
- Variable Charge (\$/cf): \$9.11
- Average Residential User Cost: \$54.13

RESOLUTION 4487-22
Increasing Rates for Wastewater System

WHEREAS, the wastewater system of the City of Reedsburg is a self-supporting enterprise of the City; and

WHEREAS, the wastewater ordinance (Chapter 493) creates the authority of the City Council to adopt rates by resolution; and

WHEREAS, a well-funded and efficient wastewater system is important to the public health and the environment;

NOW THEREFORE IT IS RESOLVED BY THE CITY OF REEDSBURG COMMON COUNCIL that the following rates be confirmed and approved:

A. Sewer User Charges: (effective 01/01/2023)

(a) Fixed charge: shall be the “minimum” monthly wastewater service charge as established by resolution of the Common Council of the City of Reedsburg as amended from time to time. The current fixed charges shall be based on the size of the water meter(s) serving the user. Current rates are as follows:

<u>Fixed Monthly Meter Charge</u>	
<u>Meter Size</u>	<u>01/01/2023</u>
5/8"	\$11.50
3/4"	\$11.50
1"	\$25.35
1-1/4"	\$36.45
1-1/2"	\$48.50
2"	\$76.25
3"	\$140.95
4"	\$233.45
6"	\$464.65

(b) Volume charge: In addition to the minimum fixed charge, there shall be a volume charge based on water usage as determined from regular water meter readings by the Water Utility. The charge shall be determined by resolution of the Common Council as amended from time to time. Current rate for normal wastewater service is \$5.50 per 100 cubic feet of water usage

B. Industrial Surcharges: (effective 01/01/2023)

The rates of charge for each of the aforementioned constituents will be at the prevailing rate at the time. The Reedsburg City Council may adjust rates. Said prevailing rates at this time are as follows:

<u>Parameter</u>	<u>2023 Unit Charge</u>
Volume (\$V)	\$3.25 per 1,000 gallons
Biochemical Oxygen Demand (BOD)	\$0.36 per pound
Suspended Solids (SS)	\$0.39 per pound
Phosphorus (P)	\$11.54 per pound

C. Septic, Leachate and Holding Tank Disposal Service Charges: (effective 01/01/2023)

Service charges for Septic, leachate and holding tank waste are calculated based on the following assumed concentrations and the unit rates specified in Chapter 493-30 and from time to time amended by resolution by the City Council.

- o Holding Tank Waste \$12.85/1000 gal (Based on BOD @ 0 - 600 mg/L; SS @ 0 - 1,800 mg/L; and P @ 0 - 30 mg/L)
- o Septic Tank Waste \$90.70/1000 gal (Based on BOD > 5,000 mg/L; SS > 15,000 mg/L; and P > 300 mg/L)
- o Medium Septic Tank Waste \$50.00/1000 gal (Based on BOD @ 601-4,999 mg/L; TSS @ 1,801-14,999 mg/L; and P @ 31-299 mg/L)
- o Leachate Waste – Based upon analysis of a suitable sample(s), the charge for leachate waste shall be calculated at the same rate as the surcharge for Industrial Wastewater.
- o Administrative Fee - \$20.00 per load.

ADOPTED on this 24th day of October, 2022.

David G. Estes, Mayor

Jacob Crosetto, City Clerk-Treasurer

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Reedsburg by Resolution No. 4487-22, dated October 24, 2022.

Date Passed: October 24, 2022

Vote: _____