

Minutes
Water Resource Management Utility Meeting
(Formerly Stormwater Utility)
October 9, 2007

Please note: Minutes are unofficial until approved by the Water Resource Management Utility (formerly Stormwater Committee) at their next regularly scheduled meeting.

Present: Alderman Ken Harenda, Alderman Bill Moore, Mayor Jack Chiovatero & Commissioner Jim Kern

Excused: Alderman John Hopkins

Others Present: Eric Nitschke (Division Engineer), Cathy Schwalbach (Project Engineer), JP Walker (City Engineer), Chuck Trevorow (WRM Supervisor) & Sue Hanley (Office Coordinator Utilities & Streets)

Meeting called to order at 4:51 pm by Alderman Harenda. Roll call and declared a quorum with all members present except for Alderman Hopkins who was excused and Alderman Moore who was expected.

Old Business

SW 01-07 Minutes from September 11, 2007 Meeting

Motion by Mayor Chiovatero to approve the minutes from the September 11th Water Resource Management Committee meeting. Seconded by Commissioner Kern and upon voting the motion passed unanimously.

SW 07-06 Resident Request for Corrective Action Re: Drainage Concerns (tabled)

This item remains tabled.

SW 11-06 Discussion of Woodland Drive Resident Request (tabled)

Motion by Alderman Harenda to remove this item from the table. Seconded by Commissioner Kern and upon voting the motion passed unanimously.

Mr. Nitschke: Staff would like to remove this item from the agenda. We will be revisiting this issue when the 5-year Plan is updated and when we move forward with the design construction for the Overland Trail, Parkwood Lane and Lincoln Avenue projects, but at this time we don't have any money budgeted and it is not in our identified plan as doing work in this area at this time.

Alderman Harenda: Please refresh my memory of this item.

Mr. Nitschke: This was a request from a Woodland Drive resident. We were going to enclose the drainage ditch along Woodland Drive and we backed away from that and did an analysis of the conveyance system that was in the area that drained through the Golf Course and discovered that we had to do a project at Overland Trail for the undersized ditches, a project at Lincoln Avenue for the undersized storm sewer there, and Parkwood Lane for the undersized storm sewer in a certain sequence not to increase drainage or flooding problems downstream. The resident in this area had requested the City remove the natural detention pond behind their homes. We can't look at doing that until we do the Lincoln Avenue portion of that 3 phase project. We have touched up Parkwood Lane in the interim and do not have any more money budgeted at this time. We would like to remove it from the table until that time. We have it in the project file when we come back to Lincoln Avenue, it will have to be revisited.

Motion by Mayor Chiovatero to remove this item from the agenda. Seconded by Commissioner Kern and upon voting the motion passed unanimously.

SW 19-05 Approval of Stormwater Utility Updated Five-Year Plan (tabled)

This item remains tabled.

SW 14-07 Approval of 2008 Water Resource Management Operating Budget

Motion by Commissioner Kern to remove this item from the table. Seconded by Mayor Chiovatero and upon voting the motion passed unanimously.

Mr. Nitschke: What we have included in your packet were items requested at the last meeting including the update of the drainage construction list in conjunction with discussing the additional Street's crew position with trying to keep up with our drainage list. Also there is a revised budget that Staff went through line item by line item from the original budget with the idea we were trying to gain a Street's crew position to try to improve the drainage list. Some of the major components of trimming were the part-time salary. When talking to Streets crew supervisor Chuck Trevorow, we discussed that it was difficult to get good part time help, and that money could be removed if it was going to be used for a full time position. There were some minor adjustments along the way, but the other major one was the 59060 Drainage Account which was reduced from \$155,000 to \$136,000. We did not put in the funding for the position in the proposed operating budget because the discussion at this point is whether the Committee wants to fund half a position like it did last year when it went to Council and they decided they didn't want the general City budget funding the other half, or does the Committee want the entire position so that it is a sure position for the Water Resource Utility. Account 52130 Administration Charge Streets Labor those changes were made. \$385,703 was the full position and \$348,449 was the half position.

One item that I would like to point out is the ending cash value. If you look on the full position being added in every year through 2014, the ending cash value in 2012 is \$500,000 so that would be the funds that are available for operating over and above our revenue for the year. That would be the least amount in our reserve account.

For half a position the least amount would be in 2012 and that would be \$712,616, so that is about \$200,000 more in the reserve account. In 2012 without funding the position and removing the part time and with cutting back on the 59060 and cutting back on some of the other accounts in the operating budget we can have a reserve account of just over 1 million dollars in 2012; however that is not something that is recommended by staff if you want to keep up with the drainage list.

Alderman Harenda: There is a decrease in our revenue stream from 2007 to 2008 and it does not have anything to do with the grant account. Why is there a projected decrease when there are new industrial buildings?

Mr. Nitschke: The projected or budgeted revenue stream in 2007 was \$1,573,000 up from \$1,558,404 in 2006; however we are not seeing that revenue for several different reasons. There was a building that did not come online soon enough in 2007 to be billed for the entire stretch; there are reductions because of some people that don't pay their bills. We are working at back billing them, but we can't list it as a revenue at this time, so that is where the reduction comes in. We are right in the ball park within a couple of percentage points, but it will depend on back billing and when buildings come into play. The Westridge East building just got occupancy, although we were expecting it earlier in the year and would have billed them for the entire year, but now we can only bill them for one quarter. Those adjustments for large industrial parcels are why we knocked it back down in 2008 by removing \$5,000. The other big change is the interest income. We worked with the Accounting Department and that is a very hard number to calculate, as interest rates went up and now they are going back down again. We collect interest on the money in the reserve account, but also our CIP project funding. We are going to be spending a lot of those CIP accounts in the next year; Lincoln Avenue, Parkwood Lane and Underwood Creek, so a lot of those funds will no longer be available. In 2007 we had \$100,000, but talking with Ralph Chipman, we

agreed \$50,000 for 2008 was probably low for the interest, but by the time we reach 2014 it will be high for the figure, so it was a good round number to project what the interest will be for revenues.

Alderman Harenda: I understand the grant, the interest and the capital contributions. I know we have several buildings along Moorland and some other properties at the City Center, but the billing cycle doesn't kick in until they have occupancy.

Mr. Nitschke: Exactly. We would rather be low in our projected amounts than assume we will be collecting funds that are not there.

Alderman Moore arrived at 5:02 p.m.

There was a brief discussion of the original budget, the budget with the half person and the budget funding the full time position.

Alderman Harenda: You don't have a problem with cutting the Promotions/Relations account in half.

Mr. Nitschke: We saved a lot of money going with the UW extension and staying in our Root Group for the WPDES permit as they are doing part of the promotion/relations that we are required to do with our permit through the DNR.

The overall change to the budget for the half position is about \$37,000 in the 52130 account. The increase in the overall budget is approximately \$105,000.

Mr. Nitschke: When we came forward with the budget last month, the total budget was \$1,478,473 and with the revised version with the half position it is \$1,455,686, or a reduction of about \$23,000 over what was proposed a month ago. If you go with the full time position, 1,492,940, there is an increase of last month's proposed budget is \$14,000.

Alderman Harenda: I could support the half position this year and share it with Streets. It is still open?

Mayor Chiovatero: It was a half position that was funded, but it is being funded fully for next year. Last year the City funded a half position. We held off hiring in July because of the City budget. It is being funded fully in 2008 by the Street Department.

Alderman Harenda: If the WRM funded a half position, we could see a reduction of a half position in the Streets budget, or we will have a half position extra.

Mr. Nitschke: The reason Staff brought forward the budget with the half or the full position, is that last year when it went to Council, the position as a whole was denied, and we wanted to make sure the Committee had the option if they thought the position was important enough that it needed to be funded no matter what Council decided.

Mr. Kern: What would be accomplished above and beyond what we do now with the half position or full position.

Mr. Nitschke: If we funded half a position through the Utility and half through the City, it would not only assist in the snow plow routes that are short handed right now, but in the summertime the position would assist in running the street sweeper and still be able to put a whole crew out since this is an operator position. Right now they don't have enough operators to run two drainage crews.

Mr. Kern: You are confident there will be more items taken care of off the drainage list.

Mr. Nitschke: We would do 3 things:

- ◆ running the street sweeper more frequently, which is important in meeting our WPDES requirements
- ◆ one more person for snow plowing

- ◆ one more crew to do on the drainage list

Mr. Kern: You will have more manpower for the drainage list projects.

Mayor Choivatero: Right now we are not running the street sweeper as much as we should.

Mr. Nitschke: Correct, we will find out very quickly in our SLAMM analysis report how much we are going to or not going to run the street sweeper.

Mayor Chioverato: Theoretically we could run the street sweeper all summer. Help is needed all around.

Alderman Moore apologized for being late and Mr. Nitschke updated him on the half and full time position information and explained why the half position showed a lower amount than the original budget. He asked if Staff was comfortable in decreasing accounts to fund this half time position.

Mr. Nitschke: The main reason the budget is set the way it is to remain a viable source of funding for drainage projects, both capital and operating. It is set this way because of 2012, when we the last year of the debt service for our CIP projects for our original 5-year plan. The goal is based on direction from the WRM Committee over the past few years, we need to make it to that date without raising rates and still maintain a viable and operating utility. The second goal is that it is important to work on the drainage list and keep it as up to date as possible while paying off debt service, so that is why cutting some of the other accounts is a necessity to maintain the prioritization that we have to work on capital improvement projects first and work on the operating budget to meet our permit requirements from the state and work on our conveyance systems for our residents.

Alderman Moore: Are you going to cut what you have to do in 2008 with the lower numbers?

Mr. Nitschke: If you go through the list of what was cut from 2007 to 2008. Part time help was cut, but it is more valuable to have a full time position. Contracted services will have a reduction in survey work next year because of a reduction in projects. If we have any additional funds, we do survey work for the next year to help that year's budget. That drop should be OK. Office supplies has a small cut. Conferences and training, we established what is needed by Staff and that is the bottom line. Promotions/Relations we consolidated with the Root Group and the Drainage account which is the tightest account which was used for small to mid-range projects. In 2008 those projects will be the Comp Plan, the Illicit Discharge screening and our fees for our WPDES Permit that goes to the DNR.

Mr. Kern: What did you give up from the original budget?

Mr. Nitschke: It was not specifically identified. It may be an additional cross culvert that the Streets crews are installing, or for example the survey work in Buena Park for removing homes from the floodplain. There are a plethora of projects that could be done, but we will be focusing on the drainage list.

Alderman Harenda: Are you going to be putting any projects on hold?

Mr. Nitschke: No specific projects will be on hold except the HEC-RAS analysis for Zone A floodplains, a flood plain that there are no cross sections for and residents are paying floodplain insurance although there is no elevation, it is based on an aerial map. That will be delayed and it is something that definitely should be addressed for the 2009 budget. There are other projects out there that can be done, but we have identified what has to be done. The floodplain will be a big one for awhile, and we have spent a lot of money the past few years on LOMAs, surveys, verifying the FEMA floodplain maps, and that has been a big part of the 59060 account.

Alderman Harenda: I will be in favor of a half person, but I could be in favor of a full position, that will be dependent on the results of the SLAMM analysis and how well we will meet DNR requirements down the road.

Mr. Nitschke: This position may be half time now, may need to be full time in the future if the SLAMM analysis shows that winter sweeping is going to be vital to meet the 2013 requirements. That is a tough one to meet. The 20% shouldn't be that hard to meet but the 40% in 2013 will be because there is a lot of sediment load that can be taken care of in the winter time. It requires a Dry Vac Sweeper and it requires a person to do it year round. This is moving you in the right direction. We know we need Street crew to meet our requirements and do the general day to day activities that are out there.

Alderman Harenda: I would be more in favor of a full time position next year, that was the plan.

Alderman Moore: I am in favor of a full position because of anticipations of the future, but I will be fine with the half position as long we maintain the other half position with Streets.

Mayor Chiovatero: Right now it was funded for a full position in Streets. If that goes through like it is planned, we may be a ½ position up and hire someone in July with the anticipation that the Utility would cover it or what? Would it make sense to approve the full position? We can approve it and not spend for the full time position if the SLAMM analysis shows we don't need it. It would not make any difference or the rates or revenue, just the bottom line.

Mr. Nitschke: All of this discussion is also based on if Council is going to approve the full time position or is it already approved?

Mayor Chiovatero: It has been tentatively approved, but I don't know how we can deal without it. If they take that position out of Streets, we will be very very short of people.

Alderman Harenda: I still support a half position. I see your point.

Alderman Moore: Right now in the budget having passed so far is a full position, could half be used here?

Mayor Chiovatero: On the Streets budget, we could take out a half position and use this half to complete it. That was proposed last year.

Alderman Harenda: Last year there was a half position approved for Streets and a half position approved here, but this position was not fully funded. This year the Mayor proposed the full position in Streets, and if we put a half position here and half in Streets, it will reduce the Streets budget to a half position.

Alderman Moore: Or we could do a half position here and leave the Streets person in and modify the other half of the Streets position later.

Alderman Harenda: That is in the City operating budget.

Alderman Moore: According to which pocket you take it out of.

Mayor Chiovatero: If the position in Streets gets funded and this gets funded, we could hire this person in July in anticipation that in 2009 this position gets funded fully.

Motion by Alderman Harenda to recommend to Council to approve the proposed Water Resource Management 2008 Operating budget for a total cost 1,455,686 which includes the increase of a ½ position in account 52130. Seconded by Alderman Moore and upon voting the motion passed unanimously.

This will be on the Council agenda for the last meeting of the month (October 23rd).

Mr. Nitschke: Approve the Illicit Discharge Screening Contract with Stilling Engineering. The Contract is to be for an amount not to exceed \$6,000, and the funds are to be charged to Drainage Account 70710710 59060. We have been extremely happy with Stilling Engineering, the Principal Jennifer Stilling has been doing an exceptional job and is an asset to the Utility in getting this work done for meeting permit requirements and assisting Staff when we see a potential discharge we can call Stilling Engineering and have them test the discharge and give us feedback to what type of chemicals or particulates are in the discharge. We would like to get this set for 2008 because of how much an asset this has been. The reason for the drop in fee from 2007 to 2008, the number of outfalls to be screened dropped significantly and the type of outfalls dropped significantly. The screening is working its way westward and the outfalls go from storm sewers in urbanized areas to open ditches and cross culverts. It is much easier to locate the outfalls, to identify the area to make sure that what we have on our maps is out there, location, size, etc. and it is easier to get to and is basically right off the road on the west side. That is the biggest reason for the reduction in the fee from 2007 to 2008.

Alderman Harenda: What were the findings of last year, were there any problems?

Mr. Nitschke: We did, there was actually one area in the Industrial Park that DNR drove by and noticed something and gave the owner and us a call. Stilling Engineering verified what was going on in that area. I have a report from last year if you would like to look at, and this year's report will be back in a month or two. We have found some illicit discharge.

Alderman Harenda: Have we issued any fines?

Mr. Nitschke: If the DNR wants to issue any fines they can move forward, be we try to work with the owners and move on with our screening.

Alderman Harenda: No criminal activity.

Mr. Nitschke: Correct.

Alderman Harenda: I don't know how big the report is, but I would like to see it.

Motion by Mayor Chiovaturo to recommend approval of the Illicit Discharge Screening Contract with Stilling Engineering. The Contract is to be for an amount not to exceed \$6,000, and the funds are to be charged to Drainage Account 70710710 59060. Seconded by Commissioner Kern and upon voting the motion passed unanimously.

SW 17-07 Approval of Design Contract for Underwood Creek Box Structure

Mr. Nitschke: The requested action is to Common Council approve awarding the design/construction plan contract for the Elm Grove Road Drainage Improvements to Crispell-Snyder, as part of the Underwood Creek Flood Control Project U-331, in the amount not to exceed \$44,000. The funds are to be charged to Drainage Account 70710710 59060 in 2007. Any funds not used in 2007 will be transferred to the 2008 Drainage Account 70710710 59060. We have \$61,000 remaining in the account and with this contract for \$44,000, we will have \$17,000 remaining. Over and above the rationale that I stated in the packets, the Underwood Creek drainage project preliminary design for phase 2 has been submitted to the DNR. We are at an impasse with the DNR, but without going into a long detail, this is similar to Tess Corners Creek permitting in that it is going to take several years if that is the direction we want to go. To avoid that, the box culvert under Elm Grove Road is undersized and in poor repair and we would like to have construction plans completed and do the next portion of that phase. It will be exactly the same as what we proposed, but it downsizes the project area to a very small area and we are hoping we will be able to work with more ease with the DNR. DNR will have much less to look at and it should cut down on the time to do this portion of the project. We may have to do this for the entire section, but we don't know. We are working with the DNR and Crispell Snyder. This is a smaller project in the larger project and because we came in under what was projected by Staff in the SLAMM analysis, we have

extra money in the 59060 account and we would like to use these funds for the construction plan set and the permitting with DNR so we can use the CIP funds that are remaining to get the project done when we move to construction phase.

Commissioner Kern: This work is part of the Underwood Creek project and would have to have been done at some point.

Mr. Nitschke: Yes it will. We are eliminating the middle man and cutting down what the DNR has to look at for their Chapter 30 permit to a box culvert crossing versus a box culvert crossing, stream relocation and streambank stabilization and hard armory. We are hoping it will streamline the permitting process.

Mr. Nitschke further clarified the requested action, issue line, and the July 16th letter from Crispell Snyder for Alderman Moore. In order to do the box structure, they need to do the drainage improvement, the land acquisition and the permitting.

Alderman Moore: In relation to the drainage and getting rid of water, I know that trees are an enhancement to getting rid of stormwater and this calls for getting rid of some trees. I realize that weeping willows tend to shed a lot and see because of the leaves and branches that you may want to get rid of them, but isn't that cutting off our nose in spite of our face?

Mr. Nitschke: The general logic would say yes, but in this case it is an extremely flashy stream, reducing flows, reducing volume, the willow trees do not do this because of the short stretch and because 60" storm sewer discharges into the creek bed and less than a mile it goes into a box culvert and the willows will not act to reduce any of the volume or discharge. Typically yes, you want trees to remove stormwater runoff, but in this case it is a very flashy stream. Part of the argument with the DNR is the armoring of the creek bed. They feel there is biological habitat in the creek, even though they have not found it. The argument that Crispell Snyder and Staff is making is that there is a box culvert on the upstream end and a box culvert in between and in West Allis there is a drop structure that no fish or vertebrates or anything else are going to be able to make their way upstream. Rather than having the stream changing its course by cutting through the land, it has made its own path and is within 10-15 feet of homes along the way, we would like to armor the slopes whether it be with stones, bio logs or plantings and maintain the existing channel as it is. We want to keep trees in the corridor, but not where they block draining and forcing the water way to cut a different path and creating a sediment load. That is the other argument with the DNR. They are saying this is a specific stream reach; they want to see a 70 foot corridor down the creek with a filter strip. Cutting a 70 foot swath of trees down the creek is not the intention. That is where our argument lies with them and we have to work through this before the big scope of the project. We are trying to work more with the nature of the stream than the DNR.

Alderman Moore: I have some additional questions, is there a rush on this? Is it possible to get a site visit?

Mr. Nitschke: A site visit is no problem. Staff would not recommend delaying on this box culvert project because we are talking about a culvert, a roadway and general maintenance that is going to be done one way or another.

Alderman Moore: Do you need this before winter?

Mr. Nitschke: Not before winter, but as soon as possible in 2008. We still need to go through the permitting process through DNR and we don't know how long that is going to be. The box structure itself, although there is some tree removal, most of it is in an area where the residents are in favor of it. We wouldn't be removed based on a resident request alone; it would have to be done based on what the project calls for. The tree removal is very very minimum in this area, compared to the rest of the project. If you want to come out and see what has been done and what we are proposing to do, you are welcome to. I think you will really be in favor of what we are proposing to do in the park. We need to get DNR approval and your blessing to spend some money.

Alderman Moore: Is it possible to retain the trees, but cut them in such a way so that overhanging branches don't drop a large amount of debris?

Mr. Nitschke: I would say no it is not possible because where we are putting the box culvert itself, we have already removed those trees because they were little trees, but there is an extension down Meadow Lane with a storm sewer that will tie in to the box culvert that is going to be going right through where the tree routes and everything else is. Some of the trees are in the right of way, some are on private property just off the right of way that the residents have told Staff, the consultant and the alderman if they need to go, please take them since they are tired of picking up downed tree limbs and branches.

Alderman Moore: Define box for me.

Mr. Nitschke: It is a 1 or 2 cell box culvert 4 foot high x 9 feet wide and they will bury it in the ground to keep a natural bed along the creek channel. Instead of having the creek go into the concrete structure and back out, it will be buried with a stone base just like the creek is upstream and downstream to look as natural as possible.

Alderman Moore: On a site visit can you show me one?

Mayor Chiovaturo: Isn't there a new one by I-43 and Moorland?

Mr. Nitschke: Yes. We will have to get permission from DOT to go on site; otherwise our consultant has a couple of projects that they can take you out on that are mirroring this project. They have offered several times if anyone wanted to see what the final project will be to come out and see it.

Motion by Commissioner Kern to recommend to Common Council to approve awarding the design/construction plan contract for the Elm Grove Road Drainage Improvements Box Structure Culvert to Crispell-Snyder, as part of the Underwood Creek Flood Control Project U-331, in the amount not to exceed \$44,000. The funds are to be charged to Drainage Account 70710710 59060 in 2007. Any funds not used in 2007 will be transferred to the 2008 Drainage Account 70710710 59060. Seconded by Mayor Chiovaturo and upon voting the motion passed unanimously.

Communication **From: Cathy Schwalbach**, Civil Engineer, Stormwater
Re: Pond SP-2 Habitat Restoration Burn

Ms. Schwalbach: The communication from Staff is to give you information about a prescribed burn that the Utility is doing in the SP-2 pond system which is the large pond southeast of the post office. There is a public information meeting on Thursday October 11th from 5:00 to 7:00 p.m. Residents within a large area, probably two whole sections of the City were notified by mail and the people that will be conducting the burn will be at the meeting.

Mayor Chiovaturo: Didn't we try to do the burn last year?

Ms. Schwalbach: Yes, we planned to do it and it has been needed for awhile.

Alderman Moore: When they do these burns the temperature, humidity and winds have to be just right. I imagine that you can have a whole month where conditions do not allow for it.

Alderman Harenda: Is it possible to post this on our City website so people know what is happening?

Ms. Schwalbach: It is posted on the City website, and cable.

Alderman Moore: My subdivision did get letters and everyone is well informed. This was also included in the City newsletter, which was sent out September 1st so that the residents had plenty of notice. I hope that anyone who has questions will come to the informational meeting.

Alderman Harenda: This is Eric Nitschke's last meeting. He has taken a position as the City Engineer/Director of Public Works in the Village of Sussex. His leaving is a loss to the City and I wish to thank you and wish you well.

Mr. Nitschke: The pleasure was all mine. I learned a lot at the City and I appreciate all of the help from Staff and the Committee and it has been a high point of my career at this point.

Alderman Harenda: Good luck!

Motion to adjourn at 6:00 p.m. by Alderman Moore. Seconded by Commissioner Kern and upon voting the motion passed unanimously.

Respectfully submitted by Sue Hanley, Office Coordinator Utilities & Streets