

- i. Call to Order: 5:01 PM – Village Board Room
- ii. Roll Call: Rick Miller, Scott Hefle, Steve Wesolowski, Jim Hansen (Dan Campbell Absent).
  - a. Others in attendance: Administrator Kreklow, Interim Finance Director Uselding, DPW Director Ratayczak
  - b.
- iii. Approval of Minutes: December 8<sup>th</sup> Meeting
  - a. Motion Approve: Scott Hefle
  - b. Second: Steve Wesolowski
  - c. Ayes: Unanimous
  - d. Nays:
  - e. Abstain:
- iv. Public Comment

Melanie Smythe: Spoke on 5-year capital plan and would like an update. Noted that the UAC meeting was not on the Village Calendar.

- v. New Business
  - a. Presentation by Public Works Director on Sewer Lift Station Analysis

DPW Director Ratayczak gave a background on the state of the lift stations within the Village. Analysis was done on several of the lift stations – including capacity and flow of the pumping mechanics. The analysis made recommendations on improvements to lift stations to improve capacity. The analysis provided a cost estimate on the recommended improvements. The analysis was done in 2022 and presented to the Public Works Committee.

The committee members asked for copies of the analysis. DPW Director Ratayczak will email the analysis to the committee members.

Scott Hefle raised concerns about the old farm lift station and its current useful life. DPW Director Ratayczak says the lift station still has plenty of useful life.

Scott Hefle asked if the analysis included information on the Richfield sewer expansion. DPW Director Ratayczak informed the committee that the Richfield expansion was taken into consideration when recommending improvements.

Steve Wesolowski asked if developers will be responsible for lift station upgrade. DPW Director Ratayczak informed the committee that developers will be responsible for capacity related to their development.

Steve Wesolowski raised concerns about a heavy flow day that occurred in Fall of 2022. A discussion of generators ensued.

Administrator Kreklow informed the committee that no backup occurred during the heavy flow time in the fall of 2022.

b. Summer Sewer Service Credit Calculation

Trustee Rick Miller provided background on the summer sewer credit, the changes that were recommended to the Public Works Committee in 2022, and the changes that were made at the Village Board. The committee discussed what changes, if any, should be recommended to the Public Works Committee as it relates to the Summer Sewer Credit.

Jim Hansen asked for background on the 1.15 factor. Administrator Kreklow provided rationale for the 1.15 factor.

Scott Hefle recommended keeping the 1.15 factor and wait for a study to be done on flows and analyze the data.

Steve W spoke on the effect of the removal of the second quarter summer sewer credit and the additional costs on some residents.

**Motions to add back the 2<sup>nd</sup> Qtr summer sewer credit (Steve Wesolowski) for 2023**

**$(Q4 + Q1) / 2 * 1.15$**

**Second by Scott Hefle**

Discussion ensued on the motion and the impact on the Tyler Munis system and how changes would affect the system.

Administrator Kreklow provided background on the impact of the Tyler Munis Billing System. Interim Finance Director Uselding provided background on the summer sewer credit and the modification provided by Tyler Munis.

Further discussion ensued on the finances of the Sewer Utility.

**AYE: STEVE W, SCOTT HEFLEE**

**NAY: RICK MILLER, JIM HENSON**

**No Recommendation**

c. Deduct Meter Requirements

Administrator Kreklow discussed what and how deduct meters are used in other municipalities in lieu of a summer sewer credit. Discussed the possibility of changing ordinance to require deduct meters in new irrigation systems and possibly new builds.

Discussion ensued on the benefits and drawback of requiring a deduct meter. Committee did not recommend requiring new builds and irrigation system to have deduct meters.

d. Water Impact Fee Study Proposal

Administrator Kreklow provided background information regarding a Water Impact Fee study Proposal. Administrator Kreklow shared a copy of the proposal from Baker Tilly. A cost estimate between \$10,000 to \$13,000 was provided.

Jim Hensen questioned the cost given the relationship with the Village and the familiarity with the Village's data and finances. Administrator Kreklow stated that the cost range was within a reasonable range and that the language in the agreement was standard.

Discussion ensued on the cost of the proposal and a "not-to-exceed" amount.

Discussion on the water impact fee amount and water rates ensued. Administrator Kreklow provided background on the water rate increase from 2022 and the rates going forward. Administrator Kreklow provided information on how the impact fees are calculated.

**Motion to Recommend to Public Works: Scott Hefle not to exceed \$15,000**

**Second by Jim Hansen**

**Motion Carries Unanimously**

e. Update on Water Utility Cash Flow Analysis

Administrator Kreklow gave an update to the committee on Ehlers cash flow analysis for the Water Utility. Anticipates Ehlers would be providing information in the next two months. Ehlers will be recommending financing plans for water utility projects and presenting to the Village Board.

The committee asked if a list of projects will be provided to the committee and how they will be prioritized.

f. Update on SEWRPC Sanitary Sewer Service Area Amendment and Facility Plan Update, and application to expand Water Service Area

Administrator Kreklow provided and updated on the expansion of water and sanitary sewer to areas of Richfield that will be developed soon, and Germantown where sewer lines are in Germantown but not necessarily providing sewer to that area.

SEWRPC, MMSD, and the DNR have strongly encouraged Village for an updated Facility Plan. The Village has not updated its Facility Plan since the 1980s. The facility plan relates to the Water and Sewer Utilities.

Ruekert & Mielke have been approached to update the Facility Plan for the Village.

g. Update on Tyler Munis Utility Billing Implementation

Interim Finance Director Uselding provided an update on the Tyler Munis Utility Billing implementation. UB is scheduled go-live in March with the first quarter bills being sent through Munis.

h. Update on Estimated Water Bill Adjustments

Administrator Kreklow provided an updated on the summer sewer credit adjustments. Roughly 70 have been adjusted. In addition, there are several hundred adjustments that need to be made for estimated bills. Administrator Kreklow informed the committee that roughly half of the adjustments were refunds and half were additional bills.

**Next Meeting: Wednesday, April 12<sup>th</sup> 5:00PM**

**Meeting Adjourned at 6:48**