

**MEETING: AMENDED REGULAR MEETING OF THE UTILITY
ADVISORY COMMITTEE**

DATE & TIME: Monday, November 18, 2024 at 4:30 PM

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PUBLIC COMMENTS:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*
- IV. **APPROVAL OF MINUTES:**
 - A. August 15, 2024
- V. **UNFINISHED BUSINESS:**
- VI. **NEW BUSINESS:**
 - A. *Ehlers report regarding proposed changes to sewer connection and water impact fees.(Attachment added)*
 - B. Recommendation on a revised Sanitary Sewer Service Area.
- VII. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

MEETING:	REGULAR MEETING OF THE UTILITY ADVISORY COMMITTEE
DATE AND TIME:	Thursday, August 15, 2024 5:00 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

Chairperson Trustee Robert Warren called the Utility Advisory Committee meeting to order at 5:00 PM.

II. **ROLL CALL:**

Present: Chairperson Trustee Robert Warren, Committee Member Steve Wesolowski, Committee Member Dan Campbell; Committee Member Scott Hefle arrived at 5:02PM

Excused: Committee Member Peter Nilles

Also Present: Public Works Director Matt Mortwedt, Wastewater Superintendent Tim Zimmerman, Village Planner Kevin Driscoll, Deputy Clerk Maddy Laufenberg

- III. **PUBLIC COMMENTS:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*

No public comments were made.

IV. **APPROVAL OF MINUTES:**

A. Minutes: April 24, 2024

Motion: Approve as presented

Motioned By: Member Campbell

Seconded By: Member Wesolowski

Yes: Chairperson Trustee Warren, Member Campbell, Member Wesolowski

No: None

Abstain: None

Motion Carried by Voice Vote (Yes 3, No 0, Abstained 0)

V. OLD BUSINESS:

VI. NEW BUSINESS:

A. Ruekert & Mielke Sewer Facilities Plan Review and Discussion

Mike Blazejovsky from Ruekert & Mielke presented Sewer Facilities Plan Review and led discussion with Public Works Director Mortwedt and Wastewater Superintendant Zimmerman.

B. Recommendation of the Sanitary Sewer System Facilities Plan Update

Motion: Recommend Approval of the Sanitary Sewer System Facilities Plan to Public Works Committee

Motioned By: Member Campbell

Seconded By: Member Wesolowski

Yes: Chairperson Trustee Warren, Member Campbell, Member Wesolowski, Member Hefle

No: None

Abstain: None

Motion Carried by Voice Vote (Yes 4, No 0, Abstained 0)

C. Director Updates

Public Works Director Mortwedt and Village Planner Driscoll presented updates on current utility projects and water and sewer rate increases.

VII. ADJOURNMENT:

Chairperson Trustee Warren adjourned the Utility Advisory Committee meeting at 6:18 PM.

BUSINESS OF THE UTILITY ADVISORY COMMITTEE

MEETING DATE: November 18, 2024

PLACEMENT: Action Item

ITEM TITLE: *Ehlers report regarding proposed changes to sewer connection and water impact fees.(Attachment added)*

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

Ehlers will present proposed changes to the sewer connection and water impact fees based on recent analysis of eligible projects.

ATTACHMENT:

1. Ehlers Impact Fee Update Presentation 241118

STAFF RECOMMENDATION:

ACTION BY Committee:



Impact Fee Study Update

Utility Advisory Committee & General
Government and Finance Committee
November 18, 2024

Impact Fees Precursor

Jon is building a new



Kristin is transforming a vacant building into a restaurant.



These projects **increase demands** on services New Richmond provides (i.e. utilities, infrastructure, parks & recreation, etc.)



Jon and Kristin pay **one-time impact fees** to pay their share to maintain the quality of services and amenities for **all** residents, customers and businesses.



Impact fees supplement **local program funds**, and the City completes improvements and/or additions to services and amenities.



What Are Impact Fees?

- What is an impact fee?
 - ✓ A charge to new development for future public improvements
- What can impact fees be used for?
 - ✓ Legal, engineering, design, land acquisition & construction expenses

Eligible Expenses

Wastewater/Water infrastructure
Parks, playgrounds, athletic fields
Solid waste & recycling facilities
Highways, streets, transportation facilities
Storm water infrastructure
Fire, law enforcement & emergency medical facilities

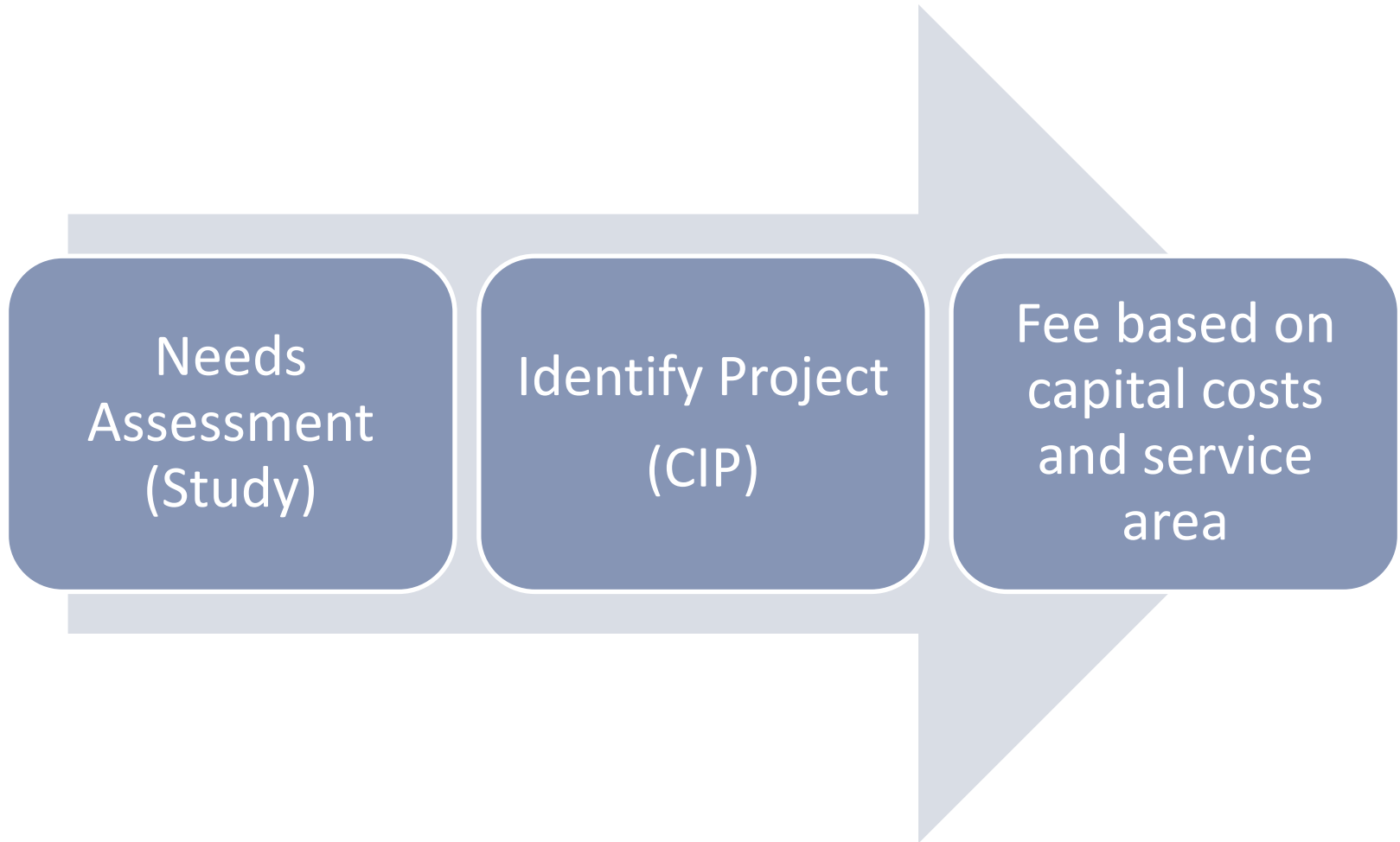
Ineligible Expenses

Vehicles
Operational and maintenance expenses
Purposes other than those for which the fee was collected
Existing deficiencies

General Impact Fee Info

- **What projects should be included?**
 - ✓ Capital Improvement Plan is the primary document used in Needs Assessment.
 - ✓ Projects with a high probability to occur in the next 3-5 years are typically included.
- **Do impact fees need to be used within a certain period of time?**
 - ✓ Yes, impact fees need to be used within 8 years from collection.
- **How often should impact fees be evaluated/updated?**
 - ✓ Impact fees collected and used should be reviewed on an ongoing basis.
 - ✓ Needs Assessments (updated study) is recommended every 3-5 years based upon growth and development.

How is an Impact Fee Study Determined?



Current and Future Impact Fee Examined

- Current Impact Fees
 - ✓ Water Impact Fee \$832 per Residential Equivalent Connection
 - ✓ Park Impact Fee \$736 per residential unit
 - ✓ Fire Impact Fee \$171 per residential unit
 - ✓ Law Enforcement Impact Fee \$148 per residential unit
 - ✓ Library Impact Fee \$281 per residential unit
- Total = \$2,168 per residential unit for all impact fees
- Potential additional impact fee
 - ✓ Sanitary sewer facilities

Water Impact Fee Study Update

- Fee developed in 2007 for the upcoming Well #11 project
- Well #11 was built and placed into service between 2009 and 2010
- 2007 Study:
 - ✓ Total estimated cost of \$2,051,600
 - ✓ Impact Fee Share = 71% (\$1,454,584)
- 2024 Update:
 - ✓ Actual Project cost = \$2,469,788
 - ✓ Impact Fee Share = 71% (\$1,753,549)
- Preliminary impact fee of \$1,003 per Residential Equivalent Connection (REC). Currently \$832 per REC

Sanitary Sewer Potential Impact Fee

- Identify growth related costs for three upcoming lift station projects:
 - ✓ Old Farm Lift Station
 - ✓ Main Street Lift Station
 - ✓ Lift Stations 3 & 6 project

- Preliminary Growth Share of Sewer Lift Station Projects

Project	Current Peak Flow Measured (GPM)	Future Theoretical Measured (GPM)	Deficiency	Growth	Cost Est	Growth Cost
Old Farm LS	4,858	8,624	56%	44%	\$4,466,000	\$1,950,250
Main Street LS	2,818	4,654	61%	39%	\$7,743,000	\$3,054,609
LS 3&6	286	2,474	12%	88%	\$3,568,000	\$3,155,531
Total					\$15,777,000	\$8,160,390

Total Estimated Growth Share

52%

Park Impact Fee Update

- Park Impact Fee adopted in 1990's for a variety of park projects

Facility	Existing Miles	Future Additional Acres/Facilities	Total Planned Future Acreage	Future Acres per 1,000 persons design standard	Required Existing Acres	Surplus (Deficiency) Acres	Deficiency %	Future %
Recreation Trails								
Alt Bauer Park	1.59		1.59					
Kinderberg Park	1.05		1.05					
Schoen Lufen Park	1.19		1.19					
Spasland Park	0.68		0.68					
Goldendale Trail		2.955	2.96					
Division Road		1.686	1.69					
Freistadt Road		5.89	5.89					
Total Recreation Trails	4.51	10.531	15.041	0.55	11.47	(6.96)	66.06%	33.94%

Park Impact Fee Update

Park	Total	Existing %	Future %	Existing \$	Future \$
Goldendale Trail (Option 3)	\$2,351,500	66.06%	33.94%	\$1,553,296	\$798,204
Division Road	\$1,167,750	66.06%	33.94%	\$771,364	\$396,386
Freistadt Road	\$4,780,750	66.06%	33.94%	\$3,157,950	\$1,622,800
Total	\$8,300,000			\$5,482,610	\$2,817,390

	Total Cost	Deficiency Cost	Deficiency %	Growth Cost	Growth %
Future Capital Improvement Projects	\$8,300,000	\$5,482,610	66%	\$2,817,390	34%
Total Incremental Population Growth		6,447			
Impact Fee Per Capita		\$437			
Impact Fee Per Dwelling Unit		\$1,311			

Library Impact Fee Update

- Library impact fee adopted in 1990's for library building construction
- CIP identifies second floor construction on existing facility

Development of Deficiency/Growth Standards

	<u>2045</u>	<u>2024</u>
Population	27,438	20,991
Percent Deficiency Allocation		77%
Percent Growth Allocation		23%

Impact Fee Calculation

Total Library Facility Estimated Cost	\$8,500,000
Less: Library Fundraising Activities	(\$2,000,000)
Total Village-Funded Project Cost	\$6,500,000
Growth Share of City-Funded Building Cost	\$1,527,280
Deficiency Share of City-Funded Building Cost	\$4,972,720
2024-2045 Population Growth Est	6,447
Impact Fee Per Capita	\$236.90
Impact Fee Per Dwelling Unit	\$710.69

Law Enforcement Impact Fee Update

- Initial impact fee adopted in the 1990's

Project	Estimated Cost	Deficiency Share	Growth Share	Deficiency Share	Growth Share
New Station Estimate	30,019,559	76%	24%	22,799,533	7,220,026
Total Costs	30,019,559	76%	24%	22,799,533	7,220,026

Land Use Category	Incremental Development 2024-2045	Average Value/ Unit	Total Value of Forecast Improvements	Percentage of Total Value	Allocated Share of Future Growth Costs
Residential Dwelling Units	2,579	\$550,000	\$1,418,340,000	51.89%	\$3,746,542
Industrial (SF)	2,607,393	\$200	\$521,478,540	19.08%	\$1,377,484
Commercial (SF)	2,644,963	\$300	\$793,488,960	29.03%	\$2,095,999
			\$2,733,307,500		\$7,220,026

	Incremental Impact Fee Cost	Incremental Non-Residential Development	Incremental Residential Development	Recommended Fee	Units
Residential	\$3,746,542		6,447	\$581 per Capita	
Industrial	\$1,377,484	2,607,393		\$0.53 per square foot	
Commercial	\$2,095,999	2,644,963		\$0.79 per square foot	
	\$7,220,026				

Total impact fee per dwelling unit = \$1,743

Fire Impact Fee Update

- Initial Impact Fee Adopted in 1990's

Project	Estimated Cost	Deficiency Share	Growth Share	Deficiency Share	Growth Share
New Station Estimate	17,101,966	77%	23%	13,087,715	4,014,251
Total Costs	17,101,966	77%	23%	13,087,715	4,014,251

Land Use Category	Incremental Development 2024-2045	Average Value/ Unit	Total Value of Forecast Improvements	Percentage of Total Value	Allocated Share of Future Growth Costs
Residential Dwelling Units	2,579	\$550,000	\$1,418,340,000	51.89%	\$2,083,034
Industrial (SF)	2,607,393	\$200	\$521,478,540	19.08%	\$765,865
Commercial (SF)	2,644,963	\$300	\$793,488,960	29.03%	\$1,165,352
			\$2,733,307,500		\$4,014,251

	Incremental Impact Fee Cost	Incremental Non-Residential Development	Incremental Residential Development	Recommended Fee	Units
Residential	\$2,083,034		6,447	\$323 per Capita	
Industrial	\$765,865	2,607,393		\$0.29 per square foot	
Commercial	\$1,165,352	2,644,963		\$0.44 per square foot	
	\$4,014,251				

Impact Fee per dwelling unit = \$969

Existing Impact Fee Preliminary Comparison

Impact Fee per Dwelling Unit

Impact Fee	Current Impact Fee	Proposed Impact Fee	Difference
Parks	\$736	\$1,311	\$575
Library	\$281	\$711	\$430
Law Enforcement	\$148	\$1,743	\$1,595
Fire	\$171	\$969	\$798
Water	\$832	\$1,003	\$171
Total	\$2,168	\$4,734	\$3,398

Impact Fee Implementation – Next Steps

1. Finalize sewer impact fee and overall Public Facilities Needs Assessment Document
 2. Amend the existing impact fee ordinance to include the proposed impact fee.
 3. Have the impact fee study on file in the office of the Clerk and available 20 days prior to the public hearing to allow the public time to review the document.
 4. Prepare a Class 1 hearing notice and publish it in the Village newspaper.
 5. Conduct a public hearing on the proposed impact fees.
 6. After the conclusion of the public hearing the Village Board may adopt the proposed impact fees.
- Thereafter review all impact fees on a 5-year cycle, or as new information becomes available that would affect the fee calculations

Questions?



BUSINESS OF THE UTILITY ADVISORY COMMITTEE

MEETING DATE: November 18, 2024

PLACEMENT: Action Item

ITEM TITLE: Recommendation on a revised Sanitary Sewer Service Area.

SUBMITTED BY: Matthew Mortwedt, Public Works Director

SUMMARY EXPLANATION:

The previously approved sanitary sewer service area (SSSA) was submitted to the DNR for a preliminary review. This review was suggested by SEWRPC because the Village's proposal did not conform to standards used by SEWRPC, MMSD and the DNR for creating SSSA boundaries. The area proposed by the Village that created concerns for SEWRPC was the Isabelle Farms Subdivision and the perception that it was a "hole" in the map.

The DNR has now responded and determined that they are not inclined to approve our map with the "hole". That leaves us the option of including the Isabelle Farms Subdivision area, modifying the map so there isn't a "hole", or going through an extensive and time-consuming process of trying to dispute their determination.

ATTACHMENT:

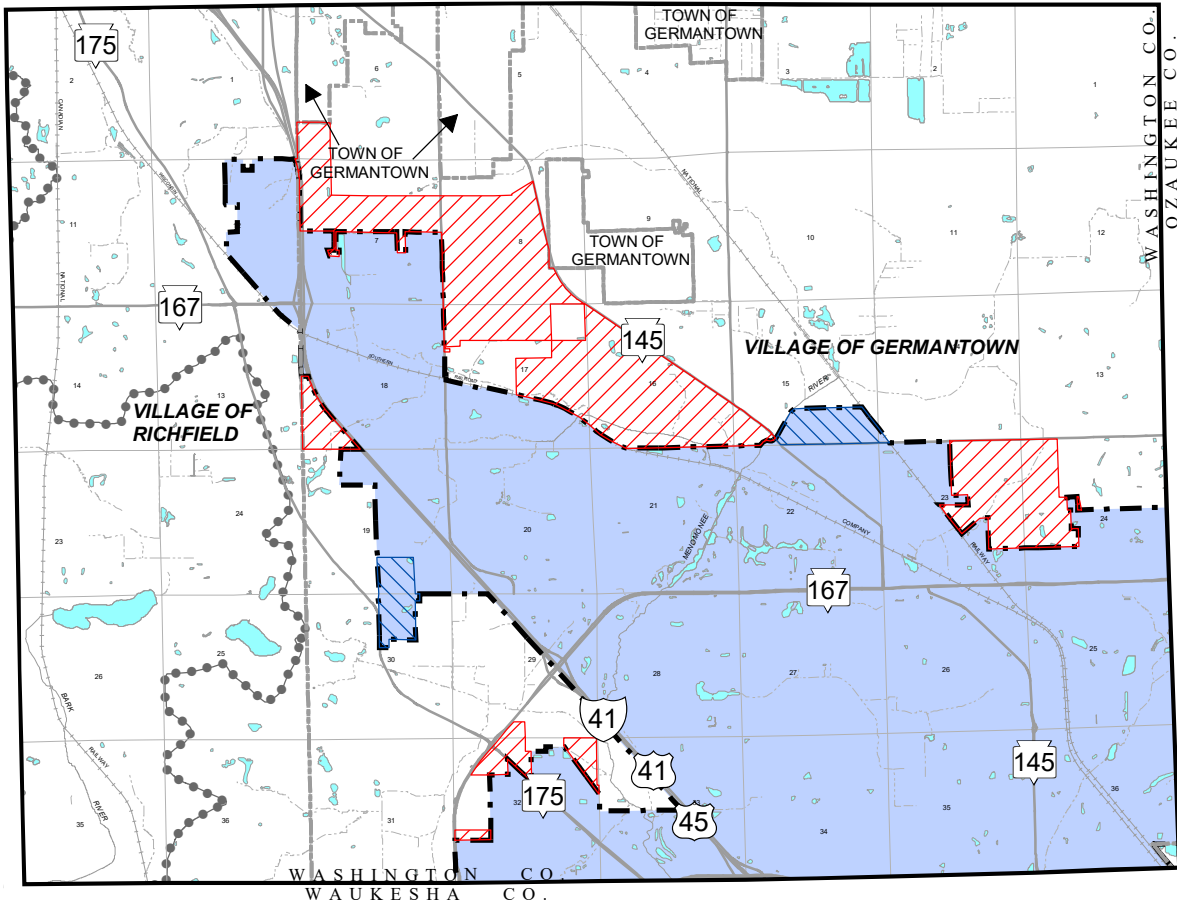
1. Map_1_GermantownSSA(1)

STAFF RECOMMENDATION:

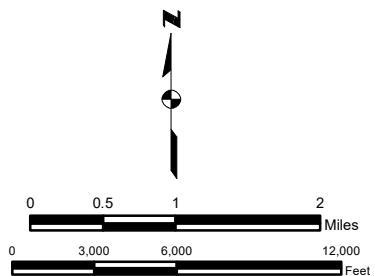
Recommend an approach to modify the SSSA to the Public Works and Highway Committee.

ACTION BY Committee:

**Map 2.1
Proposed Changes to the Village of Germantown Sanitary Sewer Service Area**



- VILLAGE OF GERMANTOWN PLANNED SANITARY SEWER SERVICE AREA
- PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
- AREA TO BE ADDED TO THE VILLAGE OF GERMANTOWN SEWER SERVICE AREA
- AREA TO BE REMOVED FROM THE VILLAGE OF GERMANTOWN SEWER SERVICE AREA
- EXISTING MUNICIPAL BOUNDARIES: 2023
- SUBCONTINENTAL DIVIDE



Source: Southeastern Wisconsin Regional Planning Commission