

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

**DATE & TIME:           Monday, January 27, 2025 at 5:00 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](mailto: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.   **CITIZEN INPUT:** *(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.     November 18, 2024
- V.     **NEW BUSINESS:**
  - A.     Review of Sanitary Sewer Service Area Options
  - B.     Inadvertent application of summer sewer service credit to 4th quarter 2024 sewer bills
- VI.    **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.

<b>MEETING:</b>	<b>AMENDED REGULAR MEETING OF THE UTILITY ADVISORY COMMITTEE</b>
<b>DATE AND TIME:</b>	<b>Monday, November 18, 2024 4:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Village Hall Board Room N112 W17001 Mequon Road</b>

**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 4:31 PM.

- II. **ROLL CALL:**

**Present:** Trustee Robert Warren, Committee Member Steve Wesolowski, Committee Member Scott Hefle, Committee Member Peter Nilles, Committee Member Dan Campbell

**Also Present:** Village Administrator Steve Kreklow, Public Works Director Matthew Mortwedt, 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.)*

Melanie Smythe (N140W17938 Cedar Ln) spoke regarding impact fees.

- IV. **APPROVAL OF MINUTES:**

- A. August 15, 2024

**Motion:** Approve as presented

**Motioned By:** Member Hefle

**Seconded By:** Member Campbell

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

**No:** None

**Abstain:** Member Nilles

**Motion Carried by Voice Vote (Yes 4, No 0, Abstained 1)**

**V. UNFINISHED BUSINESS:**

**VI. NEW BUSINESS:**

- A. *Ehlers report regarding proposed changes to sewer connection and water impact fees. (Attachment added)*

Jon Cameron of Ehlers provided an update on the Impact Fee Study and proposed changes to sewer connection and water impact fees and was available to answer questions. This presentation included an overview on impact fees, an examination of current Germantown impact fees, and the potential for additions and updates.

**Motion:** Recommend Water Impact Fees Update

**Motioned By:** Member Nilles

**Seconded By:** Member Campbell

**Yes:** Chairperson Warren, Member Wesolowski, Member Campbell, Member Nilles

**No:** Member Hefle

**Abstain:** None

**Motion Carried by Voice Vote (Yes 4, No 1, Abstained 0)**

- B. Recommendation on a revised Sanitary Sewer Service Area.

Public Works Director Mortwedt provided information on this recommendation and was available to answer questions.

**Motion:** Refer back to Village staff for further review of Isabel Farms area proposal

**Motioned By:** Chairperson Warren

**Seconded By:** Member Campbell

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

**No:** Member Nilles

**Abstain:** None

**Motion Carried by Voice Vote (Yes 4, No 1, Abstained 0)**

**VII. ADJOURNMENT:**

Chairperson Trustee Warren adjourned the Utility Advisory Committee at 5:33 PM.

## **BUSINESS OF THE UTILITY ADVISORY COMMITTEE**

MEETING DATE: January 27, 2025

PLACEMENT: Action Item

ITEM TITLE: Review of Sanitary Sewer Service Area Options

SUBMITTED BY: Matthew Mortwedt, Public Works Director

### SUMMARY EXPLANATION:

In 2024 the Utility Advisory Committee, Public Works and Highway Committee, and the Village Board approved a proposed modification to the Sanitary Sewer Service Area (SSSA) that required staff undergo a preliminary evaluation of the proposed area with the DNR. See attachment A for a depiction of the proposed area. The DNR conducted the preliminary review in the late fall and determined that the proposed SSSA amendment, specifically as it relates to lines drawn around the Isabelle Farms subdivision, would not be approved without modification. The DNR considers SSSA's drawn as we proposed to constitute the creation of a "hole". A "hole" is a feature they feel is poor planning and they have administrative rules that do not allow their creation in new SSSAs.

This topic was discussed at the 11/18/24 Utility Advisory Committee meeting along with cost implications of revisions to the SSSA, planning considerations, etc. The Utility Advisory Committee referred the item back to staff for further consideration.

Since then, staff has had additional meetings with SEWRPC to consider alternatives. Attachment B to the agenda depicts 3 options for the committee to consider. The options focus on correcting the "hole" in and around the Isabelle Farms subdivision.

Option 1 simply fills in the "hole" and incorporates it into the new SSSA. After consultation with SEWRPC, they indicate this option would likely receive their support as well as DNR support.

Option 2 keeps the Isabelle Farms subdivision out of the SSSA in addition to some wetland and parcels generally south of WIS 145 / Fond du Lac. It includes parcels on either side of the former DPW site. After consultation with SEWRPC, they indicate this option would likely receive their support as well as DNR support.

Option 3 more narrowly removes Isabelle Farms and some wetland that is not likely to develop. After consultation with SEWRPC they were concerned this option created a "peninsula", which, like a "hole", is contrary to DNR planning rules. The greater number of parcels that could open up the peninsula would lead to a greater likelihood it would receive approval. That opinion resulted in staff modifying this option and became what is proposed in Option 2.

As previously discussed, parcels being added to SSSA does not mean there are plans

or budgets for bringing sewer service to newly incorporated areas, only that it would be allowable to do so. The Village has also never compelled connection when new sewer is constructed. Municipal Code section 13.29(2) indicates that connection may be deferred until failure of a parcels private system. Upon failure of a private system after sewer becomes available, connection would be required for newly served parcels.

ATTACHMENT:

- 1. B- SSSA Options for UAC - 012725
- 2. A - Map\_1\_GermantownSSA

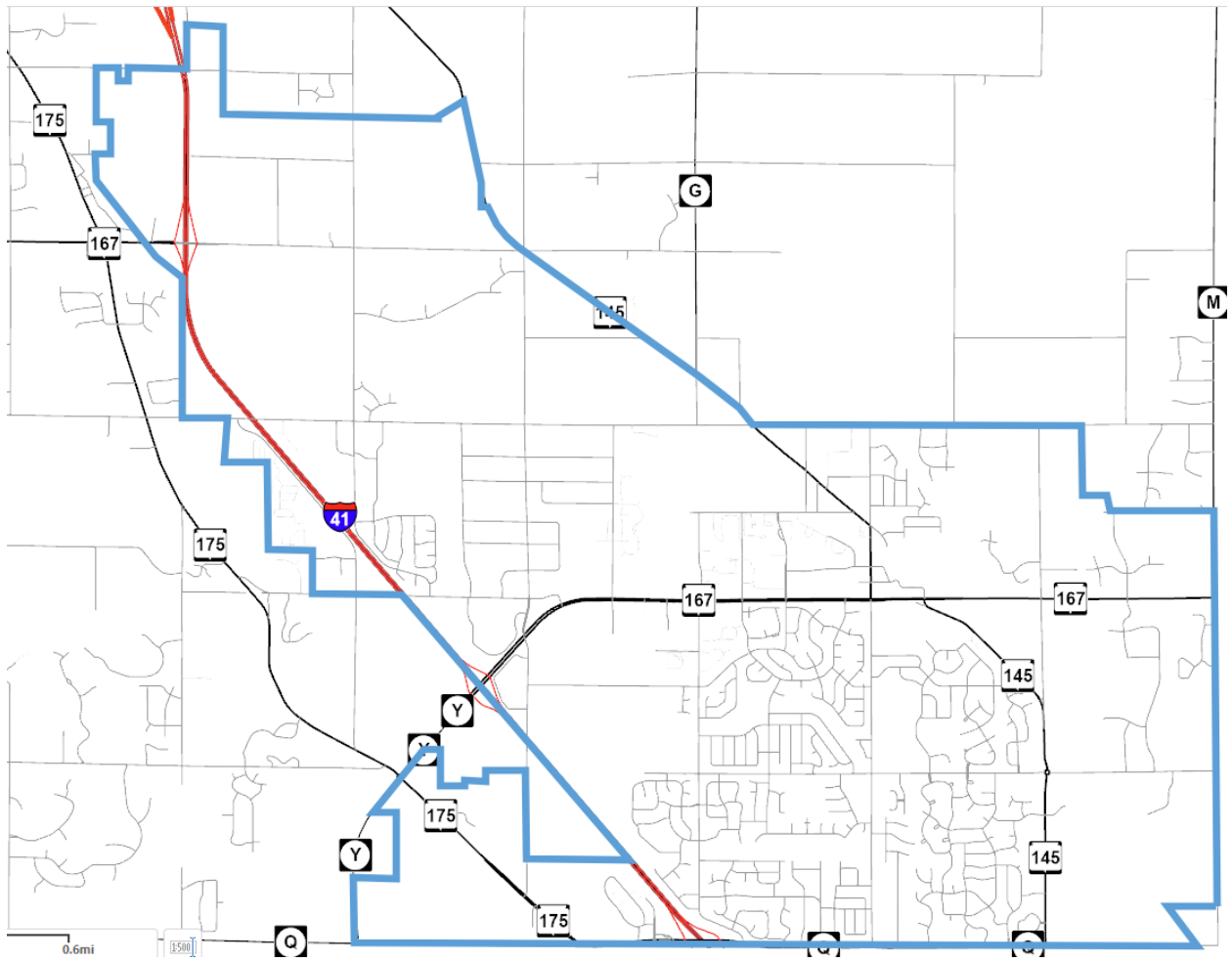
STAFF RECOMMENDATION:

Make a recommendation to the Public Works and Highway Committee regarding the proposed revision to the sanitary sewer service area.

ACTION BY Committee:

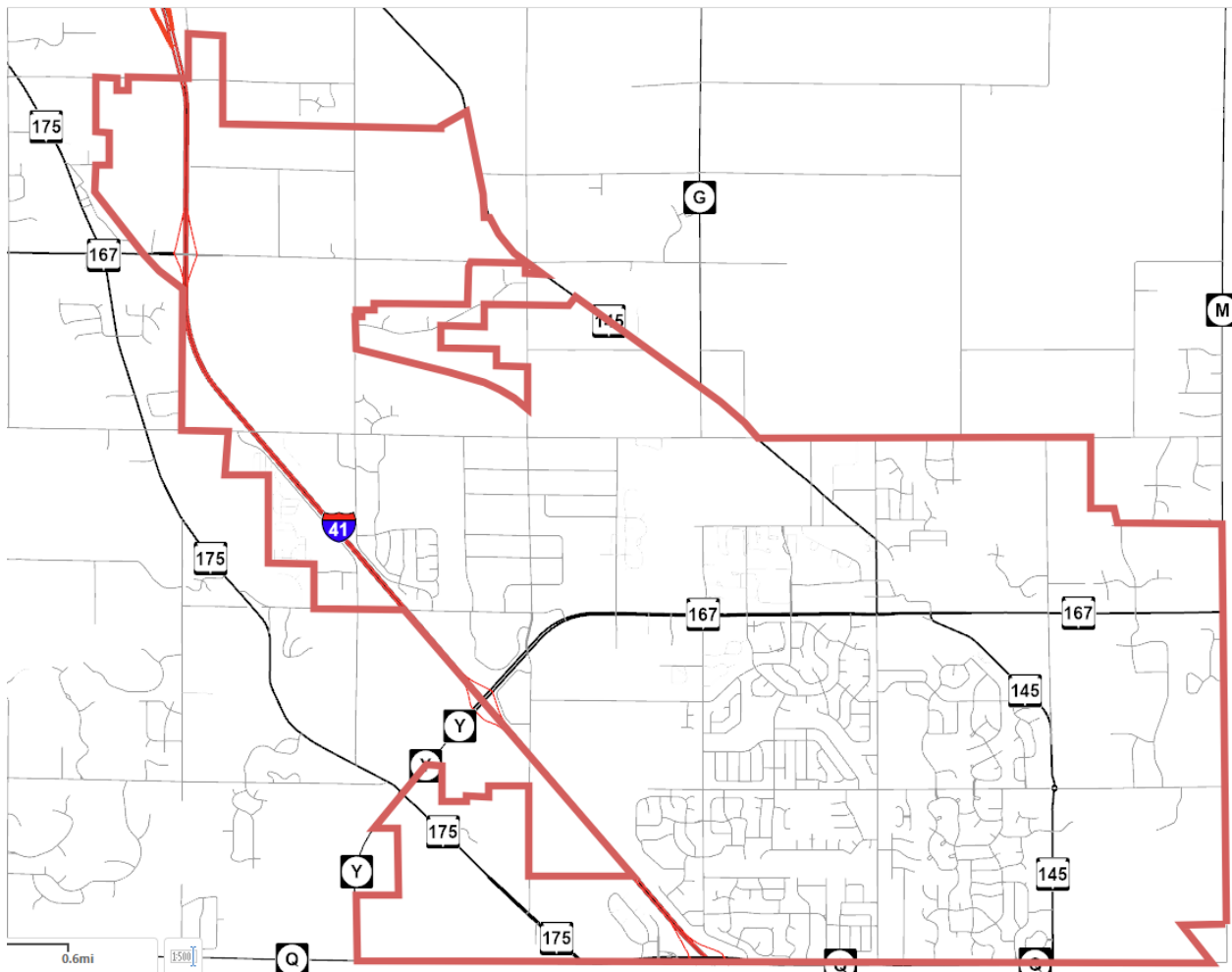
Proposed Sanitary Sewer Service Area Amendments

Option 1 -





### Option 3 –



### Option 1 – Blue Line

This is the most comprehensive approach. It includes Isabelle Farms which does include a capital cost to rate payers. SEWRPC indicated this option would likely be supported by SEWRPC and DNR.

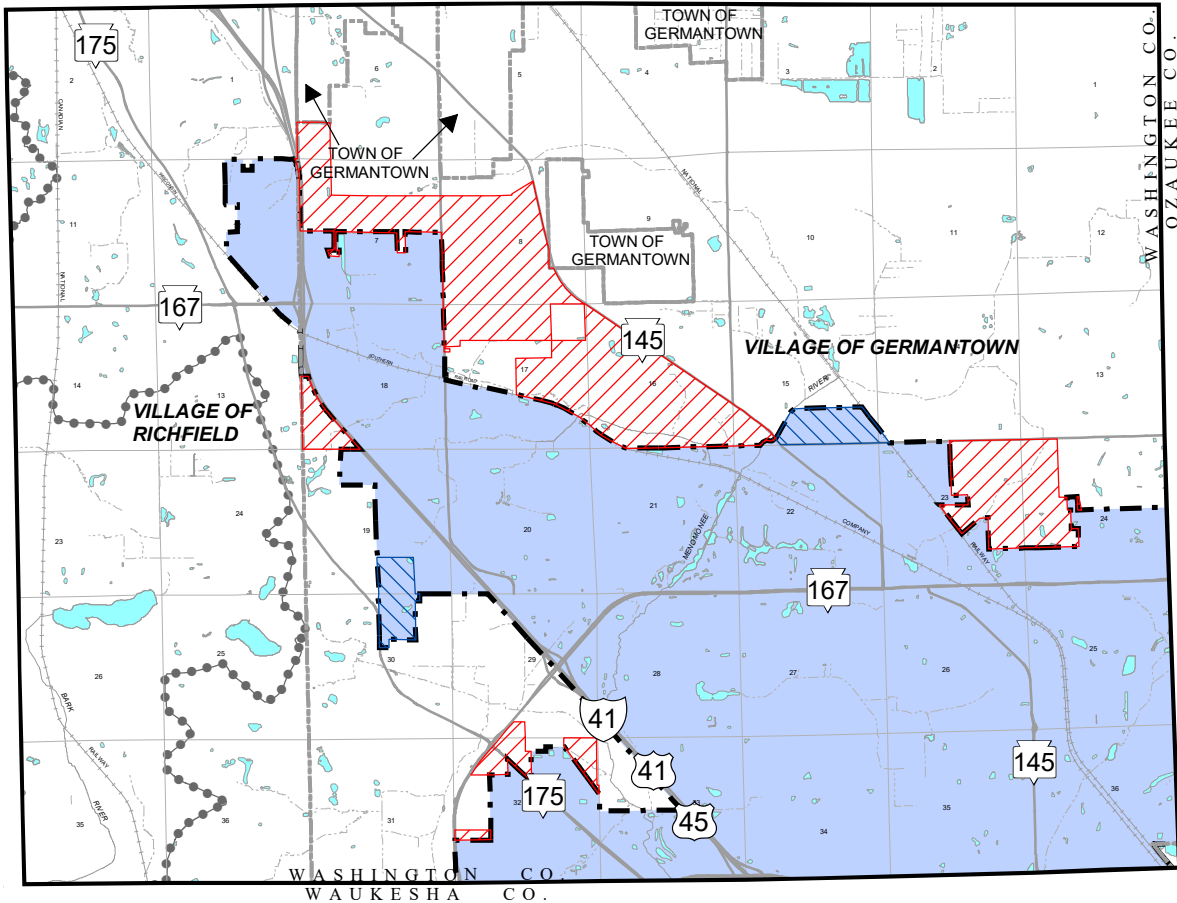
### Option 2 – Green Line

This option would exclude Isabelle Farms and enough additional parcels to avoid creating a “peninsula”. It includes land on either side of Division Road should the former DPW site be developed, and sewer extended. SEWRPC indicated this option would likely be supported by SEWRPC and DNR.

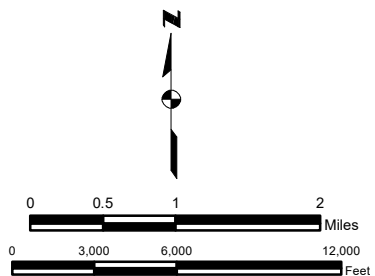
### Option 3 – Red Line

This would carve out Isabelle Farms and some wetland. SEWRPC indicated that this plan creates a “peninsula” that would likely not be approved by themselves or the DNR.

**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

## BUSINESS OF THE UTILITY ADVISORY COMMITTEE

MEETING DATE: January 27, 2025

PLACEMENT: Action Item

ITEM TITLE: Inadvertent application of summer sewer service credit to 4th quarter 2024 sewer bills

SUBMITTED BY: Steve Kreklow, Administrator, Matthew Uselding, Finance Director

### SUMMARY EXPLANATION:

Utility bills for the 4th quarter of 2024 were finalized and distributed the last week of December. Customers who received their bills by mail probably received them sometime during the first week of January. While processing in-person payments, the utility billing clerk received a customer complaint on Thursday of that week that their bill had been calculated incorrectly. The clerk reviewed the bill and told the customer she would relay his concerns to the Finance Director.

When the Finance Director reviewed the bill, he concurred that the bill was incorrect. The Finance Department had not received any other similar complaints at that time. He informed Tyler Munis of the issue, asking them to troubleshoot, and began checking other bills to determine the extent of the problem. The Finance Director continued researching the issue to determine the extent of the issue so that he had information before he informed me.

After further research, we confirmed that the summer sewer service credit was incorrectly applied to 1,625 bills out of our approximately 5,000 residential customers. No households were overbilled. On average these customers were underbilled by \$30.57. The total underbilled amount was approximately \$49,000. The table below shows the distribution of the amount of the error on these bills:

<b>Unbilled Amount</b>	<b>Number of Accounts</b>
\$0-\$10	655
\$10-\$50	686
\$50-\$100	189
\$150-\$250	86
\$250	9

We have two options for addressing the error. 1. We could inform each of the 1,625 accounts that were underbilled of the amount that they were underbilled and add that amount to their 1st quarter 2025 bill that is sent out in late March. 2. We could write the loss off and forgive each account for the amount they were underbilled. The \$49,000 loss would not be a material loss to the sewer utility.

Staff is also working with Tyler Munis to identify the cause of the billing error to take

steps to ensure that error does not occur again. In our initial review of the 4th quarter billing process, we have not identified any human errors that could have led to incorrect application of the summer sewer service credit. As of the posting of this agenda packet, Tyler Munis had not completed their review to help identify the cause.

ATTACHMENT:

STAFF RECOMMENDATION:

No recommendation.

ACTION BY Committee: