

**CITY OF PRESCOTT
PUBLIC WORKS COMMITTEE
MONDAY, NOVEMBER 8, 2021
5:00 PM
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021**

1. Call to Order
2. Roll Call
3. Approve minutes for July 19, 2021
4. Billing Correction – St. Croix Terrace
5. Proposed Storm Sewer Increase
6. Unpaid Utility Rollover to Tax Bills - Correction & Delay
7. Elm Street & Locust Street Timeline Discussion
8. Other Business
9. Adjourn

**NOTICE
ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS
AVAILABLE AT THE MAIN ENTRANCE.
ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES
(715-262-5544) IF ASSISTANCE IS REQUIRED**

CITY OF PRESCOTT, WISCONSIN

JULY 19, 2021 PUBLIC WORKS COMMITTEE

Pursuant to due call and notice thereof, a meeting of the Public Works Committee was held Monday, July 19, 2021, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Meeting was called to order by Alderperson Rob Daugherty at 5:00 pm. Members present were Bailey Ruona and Maureen Otwell. City Administrator Jayne Brand represented staff

Otwell/Ruona motion to approve the minutes for June 17, 2021 passed without a negative voice vote.

John MacLennan of 185 Dakota Street requested help in paying for the trimming of trees. There was discussion with Mr. MacLennan the city would only be able to trim back to the boulevard. The city would also be the one to do the work. It was discussed the city does trimming in the fall into the winter and nothing would be done now. Mr. MacLennan stated the public works employees will determine what needs to be completed. Mr. MacLennan stated he will wait until the fall and let the city do the trimming.

The committee discussed an alternate day watering ban due to a water tower having to be drained for maintenance. House numbers which end in even numbers will water on even days. House numbers which end in odd numbers will water on odd days. This will start August 2nd and depending on when the tower goes back on line. **Ruona/Otwell motion to recommend implantation of alternate day water ban passed without a negative voice vote.**

Impact fees were discussed. The committee reviewed the current impact fee study. It was discussed the city will need to do some oversizing of water mains for several street which are part of the capital street projects. There doesn't appear to be a need for another water tower so this will be eliminated from the impact fees. The impact fee costs of water will probably remain at \$500 per unit. The city currently doesn't have any roads or street which could have impact fees used for so streets and roads impact of \$290 will be eliminated. There is a need for improvements to parks with the Great Rivers Subdivision Second Phase so the parks impact fee will remain at \$700. There is still debt on the Police Department building so building impact fees will remain at \$700. Staff will work on the study to clarify the impact fees.

The committee would like to apply for a grant for the 2022 street project which is Elm Street. Cedar will be advised to put together a scope for design and grant writing.

City Administrator Jayne Brand presented utility bill printing and mailing by a 3rd party. The estimated cost for printing, folding and mailing would be \$.53 to \$.54 per statement. The estimated cost to do the printing and mailing inhouse is \$.59 to \$.62 per statement. **Ruona/Otwell motion to recommend moving forward with 3rd party to do printing and mailing passed without a negative voice vote.**

Other Business: There is additional funding going to be put in the multi-modal grants and the city would like to work on submitting a project to be determined.

Ruona/Otwell motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator



To: Public Works Committee
From: Matt Wolf, City Administrator
Mike Kinneman, Public Works Director
Date: November 2, 2021
Subject: Utility Billing Correction- St. Croix Terrace

Discussion

This past summer the Prescott Public Works Department installed a new water meter for the Saint Croix Terrace mobile home park. During the installation the meter and the pipe was incorrectly installed resulting in the flange and meter not properly sealing resulting in a leak that was not noticed at the time of installation. The leak was not found for over a day resulting in flooding in the culvert where the meter is located. Public Works when notified went back and fixed the issue but the leak resulted in a third quarter water usage of 5,911 gallons and a utility bill of \$37,117.74. As a result, staff has discussed with the property owner using the average from 2020 and 2019 as the reissued utility bill amount for 3rd quarter of 2021. This would result in a proposed utility bill of \$7,008.74.

	12/31/2020	9/30/2020	6/30/2020	3/31/2020	12/31/2019	8/31/2019	5/30/2019	2-Year Average
Total Charges	\$ 6,905.99	\$7,144.29	\$6,741.79	\$ 6,764.79	\$ 8,836.59	\$6,455.74	\$6,211.98	\$ 7,008.74

Recommendation

Approve the corrected utility bill for St. Croix Terrace of \$7,008.74 using a two-year average from 2019 and 2020.

Attachments

- St. Croix Terrace Customer Inquiry (5/30/2019 – 09/30/2021)

	09/30/2021	06/30/2021	03/31/2021	12/31/2020	09/30/2020	06/30/2020	03/31/2020	12/31/2019	08/31/2019	05/30/2019
Water 1	5,385.17	.00	645.41	427.88	493.16	397.96	403.40	548.92	457.80	397.96
Water 1 usage	5,911	0	463	293	341	271	275	382	315	271
WATER SERVICE CHARGE	52.26	52.26	52.26	50.74	50.74	50.74	50.74	67.65	50.74	50.74
Sewer	25,949.29	.00	2,032.57	1,286.27	1,496.99	1,189.69	1,207.25	1,596.76	1,316.70	1,132.78
SEWER SERVICE CHARGE	2,085.44	2,085.44	2,085.44	2,085.44	2,085.44	2,085.44	2,085.44	2,648.32	1,986.24	1,986.24
FIRE PROTECTION	182.61	182.61	182.61	177.29	177.29	177.29	177.29	236.39	177.29	177.29
SOLID WASTE/Recycle	2,460.15	2,460.15	2,460.15	2,376.96	2,376.96	2,376.96	2,376.96	3,169.28	2,040.96	2,040.96
Stormwater	1,002.82	.00	501.41	501.41	463.71	463.71	463.71	569.27	426.01	426.01
Water Penalty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Sewer Penalty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Refuse Penalty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
FIRE PROTECTION PEN	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Stormwater Penalty	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total charges	37,117.74	4,780.46	7,959.85	6,905.99	7,144.29	6,741.79	6,764.79	8,836.59	6,455.74	6,211.98
Previous balance	4,780.46	7,959.85	6,905.99	7,144.29	6,741.79	6,764.79	8,836.59	6,455.74	6,211.98	6,383.72
Payments	7,103.90	7,959.85	6,905.99	7,144.29	6,741.79	6,764.79	8,836.59	6,455.74	6,211.98	6,383.72
Adjustments	2,323.44	.00	.00	.00	.00	.00	.00	.00	.00	.00
	37,117.74	4,780.46	7,959.85	6,905.99	7,144.29	6,741.79	6,764.79	8,836.59	6,455.74	6,211.98



To: Public Works Committee
From: Matt Wolf, City Administrator
Date: November 4, 2021
Subject: Proposed Storm Sewer Rate Increase

Background

The City of Prescott per City Code Chapter 500 has set the Stormwater Utility as a separate fund account for the “management of stormwater and other surface water discharge within and beyond the Mississippi River, St. Croix River, and other bodies of water within or adjacent to the City as a matter that affects the health, safety and welfare of the City, its citizens and businesses and others in the surrounding area.” At the September 13, 2021 City Council meeting the City approved a storm sewer project that extended a storm pipe to Canton Street to prevent flooding in the backyard of residents along River Terrace Street. The total project cost was \$9,779. With that project the City currently has a balance of \$5,984 in the storm sewer fund with a proposed revised end of year balance of \$16,073 after utility collections.

Discussion

The City of Prescott has Orange Street storm sewer repairs that need to be done as a result of aging infrastructure. Costs for the work is estimated to be between \$35,000 to \$40,000. Additionally, the City is undertaking work on the riverfront that has over \$88,000 in storm sewer work that could have come out of the fund but because of the current balance will need to come from Tax Increment District #4. To cover future projects as they arise and build a healthy fund account the City needs to look at raising its rate by \$1 per quarter for 2022. This would be a total of a \$4 increase per billing customer. The proposed increase would result in an additional \$12,343 in the fund annually (see table below).

Account No	Account Description	2020-20	01/21-09/21	2021-21	2022-22	Change from
		Actual	Cur YTD	Budget	Budget	
603-07-621-1-00	STORM SEWER SALES RESIDENTIAL	\$ 71,753.41	\$ 19,468.09	\$ 74,185.00	\$ 79,762.82	\$ 5,577.82
603-07-621-1-10	STORM SEWER SALES COMMERCIAL	\$ 35,698.54	\$ 9,679.81	\$ 39,042.00	\$ 41,977.49	\$ 2,935.49
603-07-621-1-20	STORM SEWER SALES INDUSTRIAL	\$ 14,898.28	\$ 3,955.42	\$ 15,979.00	\$ 17,180.43	\$ 1,201.43
603-07-621-1-30	STORM SEWER SALES PUBLIC AUTHORITY	\$ 21,486.16	\$ 5,763.43	\$ 23,182.00	\$ 24,925.01	\$ 1,743.01
603-07-621-1-40	STORM SEW SALES TO MULTI-FAMILY	\$ 10,948.62	\$ 2,900.73	\$ 11,774.00	\$ 12,659.26	\$ 885.26
		\$ 154,785	\$ 41,767	\$ 164,162	\$ 176,505	\$ 12,343

Figure 1 Revenue collections for the Storm Sewer Fund

Overall, the annual amount collected would go from the budgeted \$164,162 in 2021 to \$176,505 in 2022. These additional funds will help to build a fund balance to pay for future repairs to aging infrastructure. This increase is currently in the proposed 2022 budget to be

brought before the City Council on November 22 and was discussed as part of the October 6 Finance Committee Budget Workshop.

Recommendation

Approve the proposed resolution for a storm sewer rate increase to the City Council for approval at their November 22 meeting.

Attachments

Resolution 26-21 Adopting a Revised Base Stormwater Charge for the City of Prescott

RESOLUTION 26-21
RESOLUTION TO ADOPT A REVISED BASE STORMWATER CHARGE FOR
THE CITY OF PRESCOTT

WHEREAS, Article III of Chapter 500 of the City of Prescott Code of Ordinances establishes a stormwater utility for the effective management of stormwater and other surface waters discharged within and beyond the City of Prescott for the health, safety and welfare of the City, its citizens and businesses and others in the surrounding area; and

WHEREAS, the stormwater rate classifications currently established under § 500-32 establish the basis for computation of the charge for stormwater services to lots and parcels of land within the City. The rates and charges to be imposed, the formulas for the calculation of charges and the customer classifications for the imposition of charges may be established by resolution or ordinance by the Common Council, and changes in such rates, charges, formulas and customer classifications may be made by resolution or ordinance by the Common Council and all charges established pursuant to this article shall be fair and reasonable.

WHEREAS, § 500-33 provides that stormwater utility charges will be billed, as a line item on the City of Prescott water utility bill, to the utility property owner and shall be payable at the same time and in the same manner as water utility charges. A stormwater utility bill will be established for those properties that do not receive a water utility bill.

WHEREAS, City Staff periodically reviews the fees imposed by the City to ensure that they bear a “reasonable relationship” to the City’s reasonable direct costs; and

WHEREAS, City Staff has recommended revising the existing base charge from \$13.30 to \$14.30 per customer beginning with the first quarter of 2022, thereby changing the quarterly base charge under of the from \$13.30 per quarter to \$14.30 per quarter; and

WHEREAS, the Common Council finds the aforementioned recommendation will promote the public health, safety and welfare;

NOW, THEREFORE, the Common Council of the City of Prescott, Wisconsin do ordain as follows:

SECTION 1. IT IS HEREBY RESOLVED that the base charge for stormwater shall be increased from \$13.30 to \$14.30 per household beginning with the first quarter of 2022, thereby changing the quarterly base charge from \$13.30 per quarter to \$14.30 per quarter;

SECTION 2: SEVERABILITY. The several sections of this Resolution are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the Resolution. The remainder of the Resolution shall remain in full force and effect. Any other resolutions whose terms are in conflict with the provisions of this Resolution are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE. This Resolution shall take effect immediately upon passage and publication as provided by law. Passed and adopted at a regular meeting of the Common Council of the City of Prescott this 22 day of November 2021.

City of Prescott

Dave Hovel, Mayor

Attest:

Jayne Brand, City Clerk



To: Public Works Committee
From: Beth Lansing, Treasurer
Date: November 4, 2021
Subject: Unpaid Utility Rollover to Tax Bills – Correction & Delay

Background

Each year the City of Prescott rolls utility bills that are still due as of November 15th to the tax bills. Normally a penalty is applied to the balance on November 1st and the whole balance is rolled on November 15th. Due to the enlightenment of the wording of the State Statutes and the use of specific dates we have learned that we cannot roll the balances this year. Due to this all balances that are not paid will remain on the resident's utility bills. Full balances will be rolled next year on November 15, 2022.

Discussion

Due to the health of our utility accounts, I do not foresee an issue with the balances remaining for the next year. As of 11/4/2021 this is where the balances stand.

Water	Sewer	Storm	Refuse
\$24,002.63	\$ 68,642.28	\$ 15,556.51	\$ 29,020.96

I predict we will still get in a significant amount of these balances before the end of the year.



To: Public Works Committee
From: Matt Wolf, City Administrator
Date: November 5, 2021
Subject: Elm Street and Locust Street Timeline Discussion

Discussion

The next streets on the Capital Improvement Plan (CIP) are to completely reconstruct Elm Street and Locust Street (sewer, water, storm sewer, street, streetlight, curb and gutter, and sidewalk along Elm Street). The current proposed plan would be to survey Elm Street and Locust Street in 2022 then complete the Elm Street Reconstruction in 2023 and Locust Street Reconstruction in 2024. This timeline allows the City to explore grant opportunities in 2022 for the projects. This is only a proposed schedule and staff is looking for input from the Committee on any changes.

The City would bond for both projects at the same time leading up to the projects. Currently the City will have a 2014 Tax G.O. Promissory Note coming off debt service in 2021 and will only have another \$105,000 to pay in 2023 on a 2014 G.O. Bond. This will free up debt service capacity for bonding for the project.

Recommendation

Discuss Timeline for Elm Street and Locust Street Reconstruction