



## **REGULAR VILLAGE BOARD MEETING**

### **MEETING NOTICE AND AGENDA**

### **WHITEFISH BAY VILLAGE HALL**

**5300 North Marlborough Drive**

**Monday, February 4, 2019, 6:00 PM**

- I. Call to Order and Roll Call
  
- II. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.
  1. Minutes of the regular meeting held on January 21, 2019.
  2. Resolution No. 3038 regarding International Migratory Bird Day.
  3. Temporary Class B Beer/Wine License for the Civic Foundation’s July 4<sup>th</sup> Festival.
  4. Temporary Class B Beer/Wine License for the Civic Foundation’s Sounds of Summer event on August 17<sup>th</sup>.
  5. Temporary Class B Beer/Wine License for the Civic Foundation’s Great Pumpkin Fest to be held from October 23<sup>rd</sup> to October 27<sup>th</sup>.
  
- III. Report of Village Officers
  1. Village Attorney
  2. Village Manager
  3. Village President
  4. Miscellaneous Trustee
  
- IV. Petitions and Communications – This is an opportunity for anyone to address the Village Board on any issue NOT on the current agenda. While the Board encourages input from residents of the Village, it may not discuss or act on any issue that is not duly noticed on the agenda.
  
- V. General Business
  1. Discussion/action on Ordinance 1848 to amend a portion of Chapter 11 of the Municipal

Code to comply with recently adopted recommendations from the Teardown/Rebuild Review Committee.

2. Discussion/action on Work Order with Clark Dietz Work for 2019 PPII Program Engineering Services.
3. Discussion/action on 2019 Water Meter Purchase as part of the Water Utility Meter Reading Program.
4. The Board may convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session – specifically regarding Fire Station #84.
5. The Board may reconvene into Open Session. The Board reserves the right to take action on any topic discussed in Closed Session.

## VI. Adjourn

**Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at (414) 962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the Teardown/Rebuild Review Committee may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website ([www.wfbvillage.org](http://www.wfbvillage.org))**

## REGULAR VILLAGE BOARD MEETING

A regular meeting of the Board of Trustees of Whitefish Bay was held in the Board Room of Whitefish Bay Village Hall, 5300 North Marlborough Drive, January 21, 2019

Pursuant to law, written notice of this meeting was given to the press and posted on the public bulletin boards.

### **I. Call to Order and Roll Call**

President Siegel called the meeting to order at 6:00 pm.

Present: Trustees Saunders, Miller, Fuda, Serebin, Demet, Davis, and President Siegel

Also Present: Village Attorney Chris Jaekels  
Director of Public Works John Edlebeck  
Assistant Village Manager Tim Blakeslee  
Police Lieutenant Andy Mroz  
Director of Building Services Joel Oestreich  
Library Director Nyama Reed  
Finance Director Jen Amerell  
Deputy Clerk Caren Brustmann

### **II. Consent Agenda**

It was moved by Trustee Davis, seconded by Trustee Demet, and unanimously carried by the Village Board to approve the consent agenda as presented.

1. Minutes of the regular meeting held on December 17, 2018.
2. Claims for December, 2018.
3. Investment Report for December, 2018.
4. Appointment of Nicholas Bandoch to the Whitefish Bay Civic Foundation Board.
5. Appointment of Eric Bunke to the Whitefish Bay Civic Foundation Board.
6. Appointment of Ryan Harrington to the Whitefish Bay Civic Foundation Board.
7. Appointment of Katie Hoven to the Whitefish Bay Civic Foundation Board.
8. Ordinance No. 1845 pertaining to ARC submittal deadline and definition of "Design Area".
9. Adoption of the Revised Wisconsin Municipal Records Schedule.

### **III. Report of Village Officers**

1. **Village Attorney** – No report
2. **Village Manager**

Assistant Village Manager Tim Blakeslee reported on behalf of the Village Manager. Mr. Blakeslee noted the recording system is now operational.

3. **Village President** – No report
4. **Miscellaneous Trustee** – No reports

### **IV. Petitions and Communications**

Pat Santilli, 710 E. Carlisle Ave.; Shared her concerns about the condition of N. Lake Drive, specifically between Hampton Rd and Silver Spring Dr. Ms. Santilli also added that a reminder needs to be made to residents regarding snow blowing into the streets.

**V. General Business**

**1. Discussion/action on Resolution No. 3035 Recognizing the Retirement of Library Circulation Assistant Jeanne Christiansen.**

Trustee Jay Saunders read Resolution No. 3035 verbatim to the Board.

It was moved by Trustee Saunders, seconded by Trustee Serebin, and unanimously carried by the Village Board to approve Resolution No. 3035 Recognizing the Retirement of Library Circulation Assistant Jeanne Christiansen.

**2. Discussion/ action on Resolution No. 3036 Recognizing the Retirement of Patrol Officer Eddie Gamez Jr.**

Assistant Village Manager Tim Blakeslee read Resolution No. 3036 verbatim to the Board.

It was moved by Trustee Serebin, seconded by Trustee Davis, and unanimously carried by the Village Board to approve Resolution No. 3036 Recognizing the Retirement of Patrol Officer Eddie Gamez Jr.

**3. Discussion/action on Resolution No. 3037 Recognizing the Retirement of Patrol Officer Michael Kowalski.**

Village President Julie Siegel read Resolution No. 3037 verbatim to the Board.

It was moved by Trustee Davis, seconded by Trustee Saunders, and unanimously carried by the Village Board to approve Resolution No. 3037 Recognizing the Retirement of Patrol Officer Michael Kowalski.

**4. Discussion/action on a right-of-way exception request to permit the repair/partial replacement of a retaining wall located partially in the right-of-way at 1101 E. Lexington Blvd.**

Assistant Village Manager Tim Blakeslee provided the Board with a brief project description, including existing retaining wall repairs and decorative feature replacements.

It was moved by Trustee Saunders, seconded by Trustee Davis, and unanimously carried by the Village Board to grant an exception to allow the structure within Village right-of-way subject to property owner execution of an Indemnification and Hold Harmless Agreement in a form subject to the Village Attorney's approval.

**5. Discussion/action on Water Tower Lease Agreement with U.S. Cellular.**

Village Attorney Chris Jaekels provided the Board with a lease renewal outline.

It was moved by Trustee Demet, seconded by Trustee Serebin, and unanimously carried by the Village Board to approve the Water Tower Lease Agreement with U.S. Cellular.

**6. Discussion/action on Ordinance No. 1846 to recreate the Off-Street Parking Requirements previously contained in Section 6.065(3)(a) of the Municipal Code.**

Assistant Village Manager Tim Blakeslee explained the necessity to reincorporate the off-street parking requirements into the Municipal Code.

It was moved by Trustee Serebin, seconded by Trustee Saunders, and unanimously carried by the Village Board to adopt Ordinance No. 1846 to recreate the Off-Street Parking Requirements previously contained in Section 6.065(3)(a) of the Municipal Code.

**7. Discussion/action on Ordinance No. 1847 to amend the Traffic Code to revise the "No Parking" restriction for a portion of the east side of N. Santa Monica Blvd. just south of E. Birch Ave.**

Assistant Village Manager Tim Blakeslee noted the considerations to accommodate refuse and recycling collection trucks as well as permitting street parking.

It was moved by Trustee Davis, seconded by Trustee Demet, and unanimously carried by the Village Board to adopt Ordinance No. 1847 to amend the Traffic Code to revise the "No Parking" restriction for a portion of the east side of N. Santa Monica Blvd. just south of E. Birch Ave.

**8. Discussion/action on submitting grant applications for a possible Solar Panel Array Installation Project at the Whitefish Bay Public Works Facility.**

Director of Public Works John Edlebeck provided details about grant applications and programs, project comparison over a 25 year period, and staff recommendations.

It was moved by Trustee Demet, seconded by Trustee Davis, and unanimously carried by the Village Board to approve Village staff to apply for the FOE RECIP grant and if eligible, the PSC EIG grant for a possible rooftop Solar Panel Array Installation Project at the Whitefish Bay Public Works Facility.

**VI. Adjourn**

There being no further business, it was moved by Trustee Fuda, seconded by Trustee Serebin, and unanimously carried by the Village Board to adjourn the meeting at 6:45pm.

---

Caren Brustmann  
Deputy Clerk



## VILLAGE BOARD MEETING STAFF REPORT

---

**REPORT TO:** President Julie Siegel & Village Board of Trustees

**REPORT FROM:** Tim Blakeslee, Assistant Village Manager

**DATE:** January 29, 2019

**AGENDA ITEM:** Discussion/action on Resolution No. 3038 regarding International Migratory Bird Day

**ACTION REQUESTED:** \_\_\_ Ordinance  Resolution (Consent) \_\_\_ Motion

---

### **BACKGROUND**

The Village of Whitefish Bay has been designated as a "Bird City Wisconsin" community since 2012. Village Staff worked with Nancy Sturino of the Whitefish Bay Garden Club to complete the 2019 "Bird City" renewal application on behalf of the Village.

The Bird City program provides direction, technical assistance, public attention and national recognition for municipalities striving to invest in the health of local bird species. Patterned after the Tree City USA program, the Bird City designation is a public demonstration of a community's commitment to environmental, economic, and aesthetic sustainability.

Bird City Wisconsin has developed a series of criteria to assess the degree to which communities invest in the health and well-being of bird species. In order to attain Bird City designation, a community must meet at least 8 of the 22 criteria outlined on the renewal application. As part of the application process, the Village of Whitefish Bay is required to submit an official resolution recognizing International Migratory Bird Day (IMBD). This year, the Village will observe IMBD during the month of May in conjunction with the Civic Foundation's Green Day in the Bay event.

### **RECOMMENDED ACTION BY VILLAGE BOARD**

Staff recommends approval of Resolution No. 3038 regarding International Migratory Bird Day.

C: Village Manager Boening  
Department Heads  
Attorney Jaekels

STATE OF WISCONSIN: MILWAUKEE COUNTY: VILLAGE OF WHITEFISH BAY

RESOLUTION NO. 3038

RESOLUTION RELATING TO INTERNATIONAL MIGRATORY BIRD DAY

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation, and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations, and

WHEREAS, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., and

WHEREAS, hundreds of thousands of people will observe IMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

WHEREAS, while IMBD officially is held each year on a Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants; and

WHEREAS, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action,

NOW THEREFORE I, Julie Siegel, as President of the Village of Whitefish Bay Village Board, County of Milwaukee, Wisconsin, do hereby proclaim May 4<sup>th</sup>, 2019 as International Migratory Bird Day in the Village of Whitefish Bay, and I urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Dated this 4th day of February in the year 2019.

---

Julie Siegel, Village President

ATTESTATION:

---

Jennifer R. Amerell, Village Clerk

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: 1/15/2019

Town [ ] Village [x] City [ ] of Whitefish Bay County of Milwaukee

The named organization applies for: (check appropriate box(es).)

- [x] A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
[x] A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 7/4/2019 and ending 7/4/2019 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) [ ] Bona fide Club [ ] Church [x] Lodge/Society [ ] Veteran's Organization [ ] Fair Association

(a) Name Whitefish Bay Civic Foundation

(b) Address 5400 N. Marlborough Drive, Whitefish Bay, WI 53217 (Street) [ ] Town [x] Village [ ] City

(c) Date organized 12/1/1973

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: [x]

(f) Names and addresses of all officers:

President Terri Somers

Vice President Tom Gleason

Secretary Leslie Latterell

Treasurer Rob Lesinski

(g) Name and address of manager or person in charge of affair: Alexis Deblitz 6249 N Lydell Ave, Whitefish Bay, WI 53217

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 6000 N. Lake Drive, Whitefish Bay, WI 53217 (Klode Park)

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. NAME OF EVENT

(a) List name of the event 4th of July Festival

(b) Dates of event July 4, 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer alexis deblitz 1/15/19 (Signature/date)

Whitefish Bay Civic Foundation (Name of Organization) Officer (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: 1/15/2019

Town [ ] Village [x] City [ ] of Whitefish Bay County of Milwaukee

The named organization applies for: (check appropriate box(es).)

- [x] A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
[x] A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 8/17/2019 and ending 8/17/2019 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) [ ] Bona fide Club [ ] Church [x] Lodge/Society [ ] Veteran's Organization [ ] Fair Association

(a) Name Whitefish Bay Civic Foundation

(b) Address 5400 N. Marlborough Drive, Whitefish Bay, WI 53217 (Street) [ ] Town [x] Village [ ] City

(c) Date organized 12/1/1973

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: [x]

(f) Names and addresses of all officers:

President Terri Somers

Vice President Tom Gleason

Secretary Leslie Latterell

Treasurer Rob Lesinski

(g) Name and address of manager or person in charge of affair: Terri Somers 5732 N. Shoreland Ave, Whitefish Bay, WI 53217

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 500 E. Silver Spring Drive, Whitefish Bay, WI 53217 (on Silver Spring)

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. NAME OF EVENT

(a) List name of the event Sounds of Summer

(b) Dates of event August 17, 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer alexis debnitz 1/15/19 (Signature/date)

Whitefish Bay Civic Foundation (Name of Organization) Officer (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: 1/15/2019

Town Village City of Whitefish Bay County of Milwaukee

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 10/23/2019 and ending 10/27/2019 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Whitefish Bay Civic Foundation

(b) Address 5400 N. Marlborough Drive, Whitefish Bay, WI 53217 (Street) Town Village City

(c) Date organized 12/1/1973

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: [checked]

(f) Names and addresses of all officers:

President Terri Somers

Vice President Tom Gleason

Secretary Leslie Latterell

Treasurer Rob Lesinski

(g) Name and address of manager or person in charge of affair: Andrea Murdock 412 E. Birch Ave, Whitefish Bay, WI 53217

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 5420 N. Marlborough Drive, Whitefish Bay, WI 53217 (School House Park)

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Great Pumpkin Festival

(b) Dates of event October 23 - 27, 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Signature: alexis debnitz 1/15/19

Whitefish Bay Civic Foundation (Name of Organization)

Officer (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.



## VILLAGE BOARD MEETING STAFF REPORT

---

**REPORT TO:** President Julie Siegel & Village Board of Trustees

**REPORT FROM:** Paul Boening - Village Manager

**AGENDA ITEM:** Discussion/action on Ordinance 1848 to amend a portion of Chapter 11 of the Municipal Code to comply with recently adopted recommendations from the Teardown/Rebuild Review Committee.

**ACTION REQUESTED:**  Ordinance  Resolution  Motion  Information Only

---

### **BACKGROUND**

On December 3, 2018, the Village Board took action to adopt a number of recommendations that were forwarded by the Ad Hoc Teardown/Rebuild Review Committee. One such recommendation related to the approval of pergolas, arbors, garages and sheds. Specifically, the Village Board concurred with the Committee's recommendation that the Building Inspector should have approval authority for those structures as opposed to ARC.

Ordinance No. 1848 (attached) eliminates existing Code language that references ARC's approval of such structures. Going forward, the Building Inspector will possess approval authority in accordance with Section 16.21(3)(b) of the Village Code. However, Section 16.21(3)(a) of the Code allows the Building Inspector to forward accessory structures to ARC on a case-by-case basis (i.e. in the event that the Building Inspector has concerns regarding compatibility, design, etc.).

### **RECOMMENDED ACTION BY VILLAGE BOARD**

Approve Ordinance No. 1848

C: Department Heads  
Attorney Jaekels

ORDINANCE NO: 1848

**An Ordinance Amending the Preface to the Building Code**

---

The Village Board of the Village of Whitefish Bay, Milwaukee County, Wisconsin does ordain as follows:

Section One: Chapter 11, Rule 1, Section 7a of the Building Code is hereby amended to read as follows:

7a. Trellises and arbors that are structures ~~but not exceeding 8 feet in height, 4 feet in width and two feet in depth,~~ may be placed in the front, side or rear yards of a property without ARC review at the discretion of the Building Inspector. The owner of such trellis or arbor must obtain a building permit. Trellises and arbors must be comprised of at least 25% open surfaces, cannot be part of another structure (other than a fence) and may be subject to ARC review if, in the sole discretion of the Building Inspector, the arbor or trellis is substantially inconsistent in size or style with the structures on the property or in the Design Area.

Section Two: Chapter 11, Rule 1, Section 7b of the Building Code is hereby repealed in its entirety:

~~7b. The Building Inspector may issue a permit without ARC review for a shed not exceeding 100 sq. feet in size if the following provisions are met: 1) the shed must be set back at least 5 feet from all property lines, 2) a shed design plan and a survey or other acceptable proof of property boundaries are provided, 3) the shed and other accessory buildings do not collectively occupy more than 10% of the area of the lot, and 4) the exterior materials and color of the shed match those of the principal structure on the subject parcel. In the event that a permit application is not approved based on any of the above conditions, the applicant may appeal the decision to ARC.~~

Section Three: All ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby and to such extent repealed.

Section Four: This ordinance shall take effect and be in force upon adoption and publication as required by law.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Whitefish Bay this 4<sup>th</sup> day of February, 2019.

VILLAGE OF WHITEFISH BAY

---

Julie Siegel, Village President

---

Jennifer Amerell, Village Clerk



February 1, 2019

Memo to: President Siegel and Village Board Trustees  
From: John Edlebeck, Director of Public Works *JE*  
Re: Work Order Authorization for the 2019 Village PPII Program  
Clark Dietz Engineers

On January 16, 2017 the Village Board adopted a **Village High Priority Area Private Property Infiltration/Inflow (PPII) Program** to reduce clear water inflow and infiltration into residential private property sanitary sewer laterals. The ongoing reduction of clear water from our village sanitary sewer system is critical in reducing the likelihood of sanitary sewer basement backups for our village residents. The Village does receive partial funding annually from MMSD for this program.

From previous in-sewer flow test studies in the Village a high priority PPII flow area was identified that includes over 600 homes. Upon Village staff implementing the PPII Program in 2017, 401 residents in this high priority area submitted applications by the stated deadline to be included in the Village PPII private sanitary sewer lateral lining program. Another 23 applications in the high priority area have also been received after the stated submission deadline.

See summary below of private lateral lining completed and remaining applications submitted.

<u>Year</u>	<u>PPII Laterals</u>
2017 completed	202
2018 completed	48
Laterals not lined to date	9 (out of priority area, not needed, opted out)
<b>2019 estimated</b>	<b>42</b>
Remaining meeting deadline	100
<u>Received after deadline</u>	<u>23</u>
	424 applications total

On May 15, 2017, the Village Board took action to declare its intent to complete the lining of the private sanitary sewer laterals for the remaining properties in 2018-2021 whose applications were received by the deadline and met the eligibility criteria.

Attached is the proposed Work Order Authorization for the 2019 Whitefish Bay PPII private sanitary sewer lateral lining program from Clark Dietz that identifies needed engineering services. These services include televising investigation, design, bidding, all direct resident contact, project management, construction inspection, project documentation, contractor supervision and inspection and MMSD reporting.

Clark Dietz has substantial experience in managing municipal numerous private lateral lining projects in the north shore of Milwaukee. They successfully managed our 2017 and 2018 PPII Programs, lining 250 laterals. They have a vast knowledge of our sanitary and storm sewer systems as well as system modeling abilities to provide the best value to the village for these services. This complete design and construction inspection work order amount of \$27,000 represents 8.9% of the total project expenses, thereby providing very good value for the Village.

***The motion requested by Village Staff is the Village Board vote to approve the award of Clark Dietz Work Order Authorization for the 2019 Whitefish Bay PPII Program outlining needed engineering services for the billed hourly amount not to exceed \$27,000.***



January 22, 2019

Mr. John Edlebeck, PE  
Director of Public Works  
Village of Whitefish Bay  
5300 N. Marlborough Drive  
Whitefish Bay, WI 53217

Re: Work Order Authorization for the 2019 PPII Program

Dear John,

We are presenting the work elements needed to accomplish the goals of the Village's 2019 PPII Program including 42 homes in the designated priority area. The rehabilitation of private property laterals is accomplished by lining the laterals to stop groundwater from entering the lateral (and the sanitary sewer collection system) through cracks and misaligned joints.

To accomplish this within the priority area, we are proposing to perform the following work elements:

- a) Project outreach and communications with residents in the priority area. After the initial information package is sent to residents, we will communicate with residents to answer any questions and offer clarifications on the program.
- b) We will manage the consent forms and maintain a database of properties that will participate in the program.
- c) We will prepare the project bid package for the public bidding of the rehabilitation work.
- d) Post-bid opening resident communications, both written and in-person.
- e) Construction phase services, consisting of contractor observation, documentation, pay request processing, quality control and project review.
- f) Construction phase resident communications as needed and in-person.
- g) We anticipate lining 42 laterals in 2019.
- h) Project closeout, documentation and report back to MMSD for reimbursements.

**Professional Fees:**

	Estimated Hours	Fee
Rehabilitation of Private Laterals by lining - 42 laterals	Resident Coordination/Information:	40 hrs
	Design and Bidding:	40 hrs
	Construction Inspection (4 hrs per lateral)	168 hrs
	Report to MMSD:	20 hrs
	Total:	268 hrs
Total		\$27,000

Our professional fee translates into \$642 per home, which includes unlimited communications with residents throughout the project, contractor oversight and inspections, certifications of pay requests, inspection of quality of work, and dealing with MMSD throughout the project and through completion and closeout.

The Staff assigned to the 2019 project will be the same as the 2018 program, increasing our responsiveness and effectiveness in communicating with our residents.

Sincerely,  
 Clark Dietz, Inc.



Mustafa Emir, PhD, PE  
 Village Engineer

WORK ORDER APPROVAL

\_\_\_\_\_  
 Paul Boening, Village Manager

\_\_\_\_\_  
 Date





February 1, 2019

Memo to: President Siegel and Village Board Trustees  
 From: John Edlebeck, Director of Public Works

Re: **Water Utility Meter Reading System Overview and Purchase Approval**

**Existing Water Meter Reading System**

The Village owns and operates separate Water and Sanitary Sewer Fund Utilities. These utilities are enterprise funds, operating primarily off of revenues generated by metered water and sewer use. The Village owns and operates a total of approximately 4810 water meters. Beginning in 2018 all Village water meters were read 4 times per year compared to 3 times in past years. There are several different ways in which our current Village water meters need to be read:

<b>Meter Reading Style</b>	<b>1/1/17</b>		<b>1/1/18</b>		<b>1/1/19</b>		<b>1/1/19 Goal</b>	
Walk up to house and type in water meter reading	856	(18%)	660	(14%)	375	(8%)		(10%)
Walk up to house and hold device next to touch pad	895	(19%)	731	(15%)	431	(9%)		(10%)
Drive by house - obtain weak radio signal read	2566	(53%)	2566	(53%)	2566	(53%)		(53%)
Drive by house -obtain strong radio signal read	493	(10%)	853	(18%)	1437	(30%)		(27%)

In 2017 the Village took on all water meter reading responsibilities in-house utilizing existing Village Public Works Department staff. Prior to that time a part time meter reader was utilized. Each quarter the current water meter reading process requires two Public Works employees to dedicate several weeks for completion. This length of time is required due to the total number of water meter reads needed, the different types of reads noted above and the need to perform water meter rereads. These rereads can be due to dead meters, dead transmitters, dead batteries, missed reads as well as high and low flow reads.

The current water meter reading system is inefficient. Presently 17% of the Village water meter reads require our employee to walk up the driveway to the house to obtain either a typed in read or a touch pad read. As you can see above, from 2017 to 2019, by replacing out those old water meters and transmitters, we were able to reduce the total walk up meter read count in our system from 37% to 17%, ahead of our goal of 20%. It is our department goal to further reduce the walk up water meter reads to the following:

*8.5% Total Walk up Water Meter Reads by 1/1/2020  
(403 meter and transmitter replacements completed in 2019)*

*0% Total Walk up Water Meter Reads by 1/1/2021  
(403 meter and transmitter replacements completed in 2020)*

Or as summarized below:

<b>Water Meter Reading Style</b>	<b>1/1/19 actual</b>		<b>1/1/20 goal</b>		<b>1/1/21 goal</b>
Walk up to house and type in water meter reading	375	(8%)	188	(4%)	0
Walk up to house and hold device next to touch pad	431	(9%)	215	(4.5%)	0
Drive by house and obtain weak radio signal read	2566	(53%)	2566	(53%)	2566 (53%)
Drive by house and obtain strong radio signal read	1437	(30%)	1841	(38.5%)	2244 (47%)

This rate of water meter and transmitter replacement will also allow us to stay ahead of the Wisconsin Department of Natural Resources mandated requirement to replace all water meters within 20 years of installation to protect from meter malfunction and error and to not exceed expected meter and transmitter battery life.

**Water Meter System Conversion Funding**

The recently approved 2019 and proposed 2020 Village Water Utility Capital Project Fund budget would allow for the accomplishment of that goal:

	<b><u>2019</u></b>	<b><u>2020 proposed</u></b>
Water System Improvements	\$275,000	\$275,000
Automated Meter Reading and Meter Replacement	\$125,000	\$125,000
<b>Subtotal</b>	<b>\$400,000</b>	<b>\$400,000</b>

Our water meter reading system is proprietary and is manufactured by Sensus, utilizing their IPerl meter system. The proposed purchase detailed below will allow our department to proceed with the identified 2019 water meter and transmitter replacements. Funding would be out of the approved 2019 water utility capital project funds as shown above.

**Village Board Action Needed**

The Public Works Department is requesting the Village Board vote to approve the purchase of IPerl water meters along with meter reading transmitters and touchpads totaling the budgeted amount of \$125,000 from Core & Main, New Berlin, Wisconsin, the authorized Sensus dealer in our area.

Cc: Paul Boening  
Kevin Kaegi  
Paul Gorecki  
Jennifer Amerell  
Bill Tuma