

## OFFICIAL NOTICE OF AGENDA ADDENDUM

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the posted agenda and addendum items shown below may be considered (discussed and/or acted upon).

Regular / Special Meeting: **Water & Sewer Board**

Date and Time: **May 11, 2021 @ 7:00 pm**

Location: **City Hall, 2000 N. Calhoun Road, Council Chambers**

Members: Chris Blackburn – Chairman, Brad Blumer, Bill Carnell, Michael Jurken,  
Jenna Meza

(NUMBER OF MEMBERS NEEDED TO MEET QUORUM REQUIREMENTS: 3 OF 5)

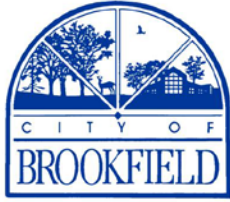
5. e. Water Main Extension Policy

THOMAS M. GRISA

DIRECTOR OF PUBLIC WORKS

POSTED: MAY 10, 2021 @ 3:00 PM

ANY PERSON WHO HAS A QUALIFYING DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITY ACT THAT REQUIRES THE MEETING OR MATERIALS TO BE IN AN ACCESSIBLE LOCATION OR FORMAT, MAY CONTACT THE CITY CLERK AT (262)782-9650 OR 2000 NORTH CALHOUN ROAD, FOR ACCOMMODATIONS. REQUESTS FOR ACCOMMODATIONS FOR MEETINGS SHOULD BE MADE AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING. EVERY EFFORT WILL BE MADE TO ARRANGE ACCOMMODATIONS FOR ALL MEETINGS.



MEMORANDUM / STAFF REPORT:

To: WATER AND SEWER BOARD  
From: THOMAS M. GRISA  
Date: MAY 10, 2021  
Topic: WATER MAIN EXTENSION POLICY

The Water Main Extension policy was established for City-initiated projects. The City Attorney has indicated this policy as currently written does not work well for developer initiated projects. Accordingly, staff is requesting approval of the proposed changes to provide more flexibility for developers / property owners to extend water main at their own expense outside of the timeline set by the City by its five year water main extension plan.

Staff requests approval of the proposed changes to the policy.

## Water Main Extension Policy

**Purpose:** The following policy addresses how and when water main extensions are provided to properties in Brookfield.

**Background:** The City of Brookfield water utility provides potable water to properties in the City. A municipal water source is advantageous to the community and all properties should connect to it when it becomes available. Accordingly, the City should develop the water system infrastructure in a logical and systematic manner.

The water utility assesses the cost for water main extensions to adjacent property owners. These properties are benefited by the availability of water and should pay the cost for the extension.

Developers or property owners who wish to extend the water main on a different timeframe than the City's planned schedule of water main extensions can do so by following the procedure in the paragraph entitled Property Owner Initiated Water Main extensions.

**City Initiated Water Main Extension:** The Brookfield Water Utility may choose to extend water to an area for any of the following purposes:

- improving the overall performance characteristics of the water distribution system,
- completing the water distribution system in an area,
- coordinating the installation of water main to precede road reconstruction or road resurfacing projects,
- providing water in areas where the condition of the private wells is suspect
- any other purpose determined by the utility.

**Notification:** The Water Utility will provide notification of the proposed water main extension to property owners in accordance with State Statutes requirements for public hearings related to water main assessments. In addition, the Utility will provide additional notification to residents by including a copy of the five year water main extension plan on the City's website and some identification of future projects in the City's newsletter. Furthermore, the Utility will endeavor to send out a notice to all potentially affected property owners five years prior to the year the water main is scheduled for construction and another notice each January until the year the water main is constructed. An exception to the notification requirements can be made for water main extensions that are requested by property owners ~~residents~~ in an area submitting a petition for such main.

**Assessments:** Extension of water mains shall be assessed to the abutting properties. Assessments are due three months after the Engineer's certification of completion of the construction.

**Connection period:** All developed properties shall connect to municipal water within ten (10) years of the assessment coming due or at point of sale of the property, in conformance with Brookfield Municipal Code Section 13.08.010.B, whichever comes first. All properties not connected shall pay a standby fee to cover operation and maintenance costs of the water system infrastructure.

**Water Main Assessment Payment Plan:** To ease the burden of water main assessments on property owners, the Utility shall allow payment of assessments over a maximum ten-year period with interest on the unpaid balance to cover costs incurred by the utility for financing the project.

**Water Main Assessment Determinations/Calculations:** Water main assessments shall be assessed to abutting property owners in a fair and equitable manner as described in the Water Main Assessment Guide.

**Properties that fail to connect during the connection period:** Any property that fails to connect to the municipal water system during the connection period or at time of sale shall be subject to the provisions of ~~municipal ordinance-~~ Brookfield Municipal Code Section 13.08.010.

**Connection of properties with “Option” Assessments:** Any property with an existing “option” assessment shall be permitted to connect to City water and pay a fee in lieu of the amount that would have been assessed at the time of installation of the water main. This fee shall be calculated without interest.

**Property Owner Initiated Water Main Extensions:** Any property owner that desires municipal water for their property where none is currently available may extend the water main on their timeline and at their expense to the property to be served, with the consent of the Common Council. Any other property so benefited by the extension of said water main will be placed on the “Option” Assessment list and will follow that procedure when connecting to the water main and is not subject to the connection period or time of sale requirement above.

This policy shall be reviewed every three years beginning in July 2005.

Drafted: November 16, 2001

Adopted: June 18, 2002

Revised: November 19, 2002; September 14, 2004; September 20, 2005, August 21, 2012

Reaffirmed: May 13, 2003; February 20, 2007; February 16, 2010; August 18, 2015; August 21, 2018

# Water Main Assessment Guide

Water main shall be assessed to abutting property owners in a fair and equitable manner. For purposes of this guide, assessments shall be made to abutting property owners in accordance with the front foot served by the water main extension. The following guide identifies the items that are assessable, those that are not assessable, the method of calculating front footage and the method of calculating the water main assessment.

## A. ASSESSABLE ITEMS

1. Equivalent Size Pipe – Residential Areas: The size of water main required to provide minimum service (as established by City of Brookfield standards—which meet or exceed the minimum requirements of WDNR and PSC) to all properties in the water main assessment district. In residential areas, the minimum size water main for assessment shall be 8-inch diameter water main. All water mains required at corner lots shall be installed on the project and included in the assessable cost. The equivalent size pipe cost shall be determined by bid prices of the main installed at the same location.
2. Equivalent Size Pipe – Commercial and Industrial Areas: The size of water main required to provide minimum service (as established by City of Brookfield standards—which meet or exceed the minimum requirements of WDNR and PSC) to all properties in the water main assessment district. In commercial (includes mixed use areas) and industrial areas the minimum size for water main assessment shall be 12-inch diameter, or whatever size is actually installed.
3. Hydrants: The cost of fire hydrants, along with the auxiliary gate valve, valve box, hydrant lead pipe and tee.
4. Equivalent Valves: All necessary valves in sizes corresponding to the equivalent main size.
5. Restoration: All restoration of pavement, including public streets, private streets, private driveways, and parking lots, etc. All restoration of landscaped areas, including turf, trees, bushes shrubs, flower gardens, etc.
6. Overhead Costs: All overhead costs (engineering, survey, inspection and private utility charges and legal fees) incurred during the design, bid preparation, surveying, inspection, and construction. Certain portions of the overhead costs may be non-assessable, based on a ratio of the assessable main costs to the total project cost. Refer to non-assessable items.

## B. NON-ASSESSABLE ITEMS

1. Offsite Water Main: All water mains and appurtenances not located within the boundaries of the water main assessment district. Typically, a water main installed in a major arterial

street where water service to existing subdivisions is provided by the interior water system.

2. Water Main Installed in Easements: All water mains and appurtenances installed in easements where no direct benefits are provided to the property(ies) through which it passes.
3. Divided Highway Crossings: All water main installed under a divided highway (e.g. Bluemound Road, Capitol Drive, Greenfield Ave.) where said main connects parallel mains.
4. Previously Served Parcels: All water mains crossing frontage or properties previously served by water.
5. Oversize Water Main: Any additional cost increase to install a larger water main than the equivalent size main in a water main assessment district. This item includes any oversize fittings (tees, valves, etc.) that are necessary in the construction of the main.
6. One-sided Water Main: In areas where properties on one side of the street are benefiting from the installation of the water main, but the opposite side gains no benefit, one half of the cost of this construction and overhead are non-assessable. In the case of parallel mains along a divided highway, each main will be considered to be a one-sided water main.
7. Pressure Reducing Equipment and Booster Pump Equipment: Pressure reducing equipment and booster pump equipment.
8. Wells and Accessories: Wells, well pumps, pump houses and accessories.
9. Water Towers & Storage Reservoirs: Water Towers & Storage Reservoir Accessories. Water main installed to connect to the Tower shall be subject to assessment as outlined above.
10. Water Mains Outside Corporate Limits: No service is provided to properties outside the City of Brookfield corporate limits and therefore mains outside the corporate limits shall be considered offsite mains.
11. Overhead costs for non-assessable items are non-assessable.

#### C. WATER SERVICE ASSESSABLE COSTS DEFINED

1. All construction costs plus four percent (4%) for inspection fees.
2. All water services in a water main assessment district shall be computed on a unit basis by size of service.

3. Special Cases: At times there will be special cases not applicable to the above. In those cases, the engineer will determine a fair and equitable method of calculating the water service assessment, and be able to identify the methodology for the calculation. Consideration will be given to size of service, actual footage of the service, location of any structures on the property and how many structures are served on the property.

#### D. ASSESSABLE FOOTAGE DEFINED

1. NORMAL FRONTAGE: All lots other than those defined below shall be calculated using the platted distance along the existing right-of-way whether it be straight or curved. The total frontage shall be the sum of all straight and curved positions between side lot lines for that lot but in no cases less than the minimum. (Shown on Exhibit 1).
2. CORNER LOT: A corner lot is any lot that has two adjoining sides abutting two intersecting streets. This shall include lots with two or more sides on a single road that changes direction by 80 degrees or more but does not necessarily come to an intersecting point. On a corner lot the frontage shall be totaled along both sides, including curves, and an average taken by dividing by two (2), regardless of the watermain location. (Shown on Exhibit 2).
3. DOUBLE FRONTAGE: In the case where a lot has two frontages that are not adjoining, the average shall be taken by adding both such frontages, including curves, and dividing by two (2). This will be done even though one or both frontages are not covered by the project installation. (Shown on Exhibit 3).
4. TRIPLE FRONTAGE: Where a lot has three (3) sides abutting street right-of-way lines, the average shall be taken by adding all sides including curves, and dividing by three (3). (Shown on Exhibit 4).
5. LARGE CORNER FRONTAGE: Where a large parcel exists with frontage on two (2) streets, a theoretical corner lot will be established consistent with the minimum for that zoning district. This lot shall have the two sides averaged and added to the balance of the straight frontage remaining on the two sides. (Shown on Exhibit 5).
6. LARGE TRIPLE FRONTAGE: Where a large parcel exists with frontage on three (3) streets, theoretical corner lots consistent with the minimum for that zoning district will be established at each corner. These lots shall have the two sides averaged and added to the balance of the straight frontage remaining on the three sides. (Shown on Exhibit 6).
7. CUL-DE-SACS: A lot on a cul-de-sac shall be the total curved and/or straight frontage at the street right-of-way line but in no cases less than the minimum. (Shown on Exhibit 7).
8. MINIMUM FRONTAGE: Any lot whose frontage, calculated by the above methods, is less than 100.00 feet shall be raised to a minimum of 100 feet. (Shown on Exhibit 8).

9. MAXIMUM FRONTAGE: Any lot zoned single family residential with a frontage in excess of 260 feet but that is unable to be split because doing so would fail to meet the minimum lot area, said frontage shall be considered capped at 259 feet for assessment purposes.
10. SPECIAL CASES: At times there will be special cases not applicable to the above. In those cases, the engineer will determine a fair and equitable method of calculating the assessable frontage, and be able to identify the methodology for the calculation. Consideration will be given to actual frontage, size of the property, shape of the property, location of any structures on the property, how many structures are served on the property, and the land use of the property.

#### E. METHOD OF CALCULATION

1. Front Foot Assessment: Front Foot Assessment Rate is calculated by summing the total contract cost for main installation, subtracting the water service installation costs and non-assessable costs, adding the assessable overhead and dividing by the sum of the assessable front footage.

##### Example

Total Contract Cost =  
 Less (-) Water Service Installation = -  
 Less (-) Non Assessable Items = -  
 Net Construction costs  
 Plus Overhead  
 Equals (=) Assessable Main Costs =  
 Divided by (/) Assessable Footage  
 Equals (=) Rate/Front Foot

2. Water Service Assessment: The Water Service Assessment is calculated by summing all of the construction costs for water service installation and overhead costs, then dividing by the number of services installed.

##### Example

Lateral Installation Cost =  
 Plus (+) Overhead @ 4% =  
 Total Construction Cost  
 Divided by (/) No. Laterals  
Equals (=) Cost/Lateral



RESOLUTION # \_\_\_\_\_ OF THE CITY OF BROOKFIELD, WISCONSIN

Committee: Water and Sewer Board  
Committee Date: May 11, 2021  
Committee Recommendation: [Appr/Deny #-#]

Public Hearing: n/a  
Council Date: [insert mtg date]  
Council Action: [Appr/Deny Vote #-#]

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***Water Main Extension policy***

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**WHEREAS**, the Water and Sewer Board has considered changes to the Water Main Extension policy at its meeting held on May 11, 2021 and recommends approval thereof.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Brookfield that the Water Main Extension policy be approved as amended.

*Adopted this [insert day] day of [insert month], [insert year].*

Approved:

Mayor Steven V. Ponto

Attested:

City Clerk Kelly Michaels