



**COMMITTEE OF THE WHOLE AGENDA
January 21, 2026 * Park View**

Immediately following the Admin & Personnel Committee (approx. 3:30pm)

13600 Juneau Boulevard, Elm Grove, WI 53122

ZOOM LINK: <https://us02web.zoom.us/j/84243510714?pwd=TENOV00xcWVjRWsyZmhjNTFCNmPodz09>

MEETING ID: 842 4351 0714

PASSCODE: 417546

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Review and discussion of the Water Main Extension Policy.**

Documents:

*CLEAN DRAFT_Water Main Extension Policy_VoEG.Pdf
Elm Grove Meeting Agenda_12-16-25_Meeting Minutes_final.Pdf*

- 4. Other Business**
No discussion or action on items not on the agenda.

- 5. Adjourn**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.



Water Main Extension Policy

Village of Elm Grove

Purpose:

The following policy addresses how and when water main extensions are provided to properties in the Village of Elm Grove ("the Village").

Background:

Municipal water is beneficial to the community and all properties are encouraged to connect to it when it becomes available. While the Village does not operate its own water utility, the Village works with neighboring water utilities to develop its water system in a logical and systematic manner.

Elm Grove will assess the cost for water main and water service extensions to adjacent property owners. These properties are benefited by the availability of water and, therefore, shall pay the cost for the extension.

Developers or property owners who wish to extend the water main on a different timeframe than the Village can do so by following the procedure in the section entitled Property Owner Initiated Water Main extensions.

Village Initiated Water Main Extension:

Elm Grove, in collaboration with its water utility partner(s), 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 water utility;

Notification

The Village will provide notification of the proposed water main extension to property owners in accordance with state statute requirements for public hearings related to water main assessments. Additional information will be shared about current and future projects on the Village website, social media, newsletter, and other platforms.

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, whichever comes first. Conveyances made between joint tenants or tenants in common pursuant to a divorce decree or to a surviving spouse pursuant to the probate of an estate are not transfers in ownership for purposes of this subsection. Properties that fail to connect to the municipal water system during the connection period or at time of sale shall be subject to...

Assessments

Extension of water mains and water services shall be assessed to adjacent properties. Assessments are due three (3) months after the responsible water utility's certification of completion of construction.

Water Main Assessment

The front foot assessment approach shall be utilized to calculate assessments to adjacent property owners for construction of the water main. This approach is based on the principle that the benefit derived from any individual property is in direct proportion to the number of lineal feet of street yard frontage that the improvement abuts. The 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 frontage. Further definition of assessable frontage is included in the section Assessable Frontage Defined.

Example:

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

Assessable Frontage 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 for that zoning district.
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.
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.
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).
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.
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.
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 for that zoning district.
8. Minimum Frontage: Any lot whose frontage, calculated by the above methods, is less than 90 feet shall be raised to a minimum of 90 feet.
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 Village 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.

Assessable Items

1. Equivalent Size Pipe – Residential Areas: The size of water main required to provide minimum service (as established by the water utility standards-which meet or exceed the minimum requirements of the Wisconsin Department of Natural Resources (DNR) and Public Service Commission (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 Areas: The size of water main required to provide minimum service (as established by the water utility standards-which meet or exceed the minimum requirements of the Wisconsin Department of Natural Resources (DNR) and Public Service Commission (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.
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, parking lots, etc. All restoration of landscaped areas, including turf, trees, bushes, shrubs, flowers and planting beds, 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 costs. Refer to non-assessable items.

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 properties through which it passes.
3. Divided Highway Crossings: All water main installed under a divided highway where said main connects parallel mains.
4. Previously Served Parcels: All water mains crossing frontage or properties previously served by water.
5. Oversized 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.
8. Wells and Accessories: Wells, well pumps, pump houses and accessories.
9. Water Towers and Storage Reservoirs.
10. Water Mains Outside Corporate Limits: No service is provided to properties outside the Village of Elm Grove corporate limits and therefore mains outside the corporate limits shall be considered offsite mains.

11. Overhead costs: Overhead costs for non-assessable items are also non-assessable.

Water Service Assessments

The Village will also assess property owners for construction of the entire water service to the lot line from their home. 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. Additionally, 4% is added for inspection fees.

Example:

Lateral Installation Cost
Plus (+) Overhead at 4%
Equals (=) Total Construction Cost
Divided (/) by the Number of Laterals
Equals (=) Cost/Lateral

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 Village Board and in conjunction with the supporting water utility.

Connection of Properties with “Option” Assessments

Any property with an existing “Option” assessment shall be permitted to connect to municipal 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. These properties are not subject to the connection period or time of sale requirement above.

Payment of Assessments

TBD



Meeting Agenda

Elm Grove Water Main Extension Project

Wauwatosa City Hall – Committee Room 2

December 16, 2025

Attendees

City of Elm Grove – Tom Harrigan, Richard Paul Jr., Andy Petersen

City of Wauwatosa – David Simpson, Boris Veleusic, Mike Steiner, Mike Maki, Adam Florin

1. Coordination items and lead agency responsible

-Richard and Andy will be the Elm Grove lead contacts for design coordination. Maki will be the day-to-day primary contact and Steiner will support for Wauwatosa.

-Dave and Tom will coordinate agreements.

a. Public and private utility coordination

-**Wauwatosa calling in hotlines again.** Topo complete but need hotlines

-Probably should have a private utility kick off meeting. **Wauwatosa to set up.**

b. Environmental permitting

-Phase 1 needed for gas station. **Wauwatosa will check BRRS site**

-Future bore pit location may influence extent of environmental work

-**Maki to reach out to Contractor on boring operation requirements**

-Will proximity to corner of cemetery be an issue? Need SHPO coordination for PSC process. **Wauwatosa to contact Baxter and Woodman for PSC environmental impacts document.** Baxter did the environmental coordination and approvals for the last Elm Grove water main extension project.

c. Traffic control

-Will depend on limits of design. Maintain 2-way traffic.

-Coordination at RR and intersection may inform us on if a EB detour will be needed.

d. Stakeholder and public information meetings

-We will need another PIM to cover details of extension to tracks beyond the limits of the first project. **Elm Grove to review whether Phase 1 PSC meetings covered the expanded area to the west.**

-Small business group exists

-**Elm Grove to provide list of property owners along the corridor to Wauwatosa. Wauwatosa to set up joint PIM in coordination with Elm Grove.**

-Project will run water services to ROW.



- Elm Grove does not have a current ordinance requiring connection. Will Elm Grove pursue that?
- Extend WM to Village park in the future?
- Who reaches out on water services questions, Elm Grove or Wauwatosa?

e. Resident outreach

- Inform property owners on what to plan for. Talk to a plumber, plan for ultimate redevelopment of their parcel when sizing lateral. Wauwatosa to include sample outreach letter for residents at PIM.
- Will Marion Heights community well area be interested for future expansion?

f. Railroad coordination (if any)

- Depends on project limits. Planning for Phase 3 extension under the tracks should be done for 30% Phase 2 plans. Stay more than 25 feet away from centerline of eastern track to avoid railroad flagging requirements and additional coordination, if possible.
- Traffic control coordination as needed

g. Others?

2. Controlling design and construction standards – Wauwatosa, Elm Grove, both?

Both, using Phase 1 as the example. **Maki to send roadway plans to Richard/Andy so group can verify pavement replacement specs. Elm Grove will advise Wauwatosa on trench restoration requirements.**

3. Real estate process for construction easements/agreements with property owners (if any)

-Some parcels still described to centerline?

893.28 Prescriptive rights by adverse user.

[893.28\(1\)\(1\)](#) Continuous adverse use of rights in real estate of another for at least 20 years, except as provided in s. [893.29](#) establishes the prescriptive right to continue the use. Any person who in connection with his or her predecessor in interest has made continuous adverse use of rights in the land of another for 20 years, except as provided by s. [893.29](#), may commence an action to establish prescriptive rights under ch. [843](#).

-State statute, case law, and precedence will likely result in no acquisition of ROW or construction easements since all work should be contained within roadway limits.

4. Assessments

- TID project plan extents are the RR tracks
- TIF will fund main, services to be paid for by parcels?
- Elm Grove to discuss with legal their approach of assessing services**

5. Committee and Council board approvals

- Wauwatosa/Elm Grove agreement trending toward Jan '26 councils
- Wauwatosa to provide Scope and Estimate of Fees**
- Wauwatosa to provide design Schedule as it comes into focus**



6. Elm Grove/Wauwatosa agreement – next steps

-Elm Grove to update agreement from previous phase by week of 1/5 and consult with attorney. Wauwatosa needs final agreed to agreement by 1/15/26 if it will be included in the January, 2026 board and council cycle.

7. PSC application process

- Wauwatosa to take lead, work with Baxter and Woodman again
- Some parts of the application will need information from Elm Grove

8. Bidding and construction management responsibilities

- Wauwatosa to publicly bid project and perform construction management services
- Looking to be a Spring 2027 construction project