



REPORT TO APC

ITEM NAME:	Roth Professional Service Invoice and Ordinance 460 Review (Glacier Meadows)
MEETING DATE:	July 22, 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Administrator
PREPARED BY:	David Baker

ISSUE: “The subdivider shall pay all engineering and legal fees equal to the actual costs to the village for all engineering and legal work incurred by the village in connection with the preliminary plats, final plats, public improvements, plans and specifications and certified survey maps, including inspections required by the village.” Ordinance 460.17.

The Village is responsible for costs associated with planning, designing, constructing, and maintaining our municipal water, sewer, and storm systems.

The developer and land owner of the proposed Glacier Meadows subdivision have offered to each provide a significant amount of funding for the construction of a lift station which would provide service to the subdivision. This lift station would become part of the Village sewer utility system. Maintenance and operating costs would be the responsibility of the Village.

Roth Professional Solutions has provided engineering services to the Village relating to municipal water, sewer, and storm systems relating to the area of and near the proposed Glacier Meadows subdivision. I have provided a preliminary allocation of these expenditures between the Developer and the Village for review by Staff and the APC Committee.

OBJECTIVES: Provide Transparency for Village Expenditures and Operations. Properly allocate expenditures for Engineering Work for the Village municipal water, sewer, and storm systems and for the proposed Glacier Meadows Subdivision.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Roth Professional Services has conducted \$5,325.00 of engineering work related to Sewer and storm water management from 1/1/2025 to 4/30/2025 and \$11,577.50 from 5/1/2025 to 5/31/2025. The initial invoice has been approved and paid. The second invoice is awaiting approval prior to payment, but is due.

PROPOSAL: Recommend allocation of RPS Invoices between Village Engineering and new Accounts Receivable (AR –Glacier Meadows ??) and Asset (Construction in Progress – Glacier Meadows ??) accounts. I believe that we will need to make a budget amendment to utilize the new Accounts Receivable and Asset accounts.

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Review, discuss and potentially recommend expenditure allocations and a related Budget Amendment to the Village Board.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number: 100-53000-300-000

Description: Engineering Costs(E)

Budgeted Amount: \$25,000.00

Spent to Date: \$12,555.00

Percentage Used: 50.2%

Remaining: \$12,455.00

ATTACHMENTS (describe briefly): RPS Invoice 3562 (Jan 2025 to April 2025), RPS Invoice 3614 (May 2025), Proposed Allocation of Expenditures, Kronenwetter Ordinance Chapter 460 – Selected sections