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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** MATTHEW RYNDA, PUBLIC WORKS DIRECTOR  
KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** PROPOSAL FOR THE DEVELOPMENT OF A WASTEWATER SYSTEM COST OF  
SERVICE MODEL  
**DATE:** MAY 27, 2025

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As a follow-up to Bolton & Menk completing the Sanitary Sewer Feasibility Study, which is an addendum to the City's Comprehensive Plan, which was adopted in the fall of 2024,

Staff reached out to Bolton & Menk to do the model that would help us determine sewer area charges for new developments (of which there are none currently) and new users connecting to the existing system (which are collected at the time of building permits being issued based on their estimated demand on the sewer system).

The proposal for the study is \$8,000 which would establish an area charge for development of unplatted lands as well as to reconfigure the sewer access charge (SAC) which is collected at the time of building permits.

### **Recommendation**

Staff recommends that the City Council approve Bolton & Menk to do the study, and funds would be paid out of the sewer budget.