

VILLAGE OF MCFARLAND  
**Public Utilities Committee Minutes**

*Tuesday, January 15, 2019 - 6:00 PM*

**1. CALL TO ORDER, ROLL CALL.**

Lytle called the regular meeting of the Public Utilities Committee to order at 6:00 PM in Conference Room A of the McFarland Municipal Center.

Members present: Member Eric Kryzenske, Member Marc Nielsen, Village Trustee Mary Pat Lytle, Member Chris Fredrick

Members not present: Member Randall Hansen, Member Craig Weiss, Village Trustee Stephanie Brassington

Staff Present: Matt Schuenke (Village Administrator), Cassandra Suettinger (Village Clerk), Brian Berquist (Town & Country Engineering) and Jim Hessling (Acting Director Public Works/Utilities)

**2. PUBLIC APPEARANCES.**

None

**3. APPROVAL OF MINUTES.**

*a. Motion to approve the minutes of the November 13, 2018 meeting.*

No action was taken.

**4. BUSINESS.**

The Committee immediately discussed Business item 4d first.

a. Discussion and action regarding an alternate bid for water main capital improvement projects planned for 2019.

Berquist presented a map and discussed the option of requesting alternate water main replacement bids. These projects were not in the approved 2019 budget, however, there is no cost associated with getting alternate bids and it's prudent to review the timing and cost of optional items. The following alternate bid items were discussed:

- Timber Lane: Currently there is a 10" water main on the north portion of the Timber Lane only with only 8" on the remainder. The alternate bid would be to upsize approximately 500' of 8" water main to 10," which would significantly increase fire flow service to this neighborhood.
- North Autumn Lane from Siggelkow to Timber: Upsize to 10" water main. The paving of this portion of Autumn Lane is also an alternate bid. This entire alternate bid will be discussed in a combined meeting with the Public Works Committee on March 12.
- At the end of the meeting, Fredrick asked Berquist to look into whether or not the older properties within the area of construction in 2019 still had lead water laterals. To date, Berquist has not seen any remaining laterals recently that still were made with lead. However, it was suggested that language be added to the letters to the homeowners to call Public Works if they need help determining if they have lead water laterals. It would be the homeowner's expense to replace the water lateral from the property line into their home.

The committee agreed to receive alternate bids for these projects and evaluate the cost when the bids are received.

b. Discussion and possible recommendation to the Village Board regarding the creation of a "Sanitary Sewer Backup Exposure Reduction Program".

Minor changes were discussed. Verbiage indicating that this plan should be reviewed annually by the committee was added. Next this document will be reviewed by the Public Works staff, Village attorney, and the insurance company. Also, all of the appendices and forms will be included in the next draft to this committee, which will probably occur at the March meeting.

c. Presentation by Public Works Director regarding monthly department report.

Hessling presented a report on activities that occurred in December 2018.

d. Discussion and action regarding the position description for the Office Manager position within the Public Works Department.

Schuenke presented recent changes to the proposed Office Manager position. The title was changed to Assistant to the Public Works Director. The primary reason for the change was to incorporate feedback from the committee members to expand the job description and job title to encompass a broader scope of duties. These duties continue to include administrative and financial responsibilities for Public Utilities, but also include assisting the Public Works Director with daily duties involving solid waste, parks, and general public works projects. Nielsen suggested careful tracking of hours to ensure proper allocation of expenses across funds. Schuenke confirmed time tracking is currently being utilized for budget and actual reporting purposes, and will continue to be an area of focus.

Lytle moved to approve the job description for Office Manager with the proposed changes. Fredrick seconded. Motion approved 4-0-0.

**5. SCHEDULE NEXT MEETING DATE.**

a. Tuesday, February 19, 2019 at 6:00 pm.

b. Tuesday, March 12, 2019 at 6:00 pm - Joint meeting with Public Works Committee.

**6. ADJOURNMENT.**

Fredrick moved to adjourn the meeting. Kryzenske seconded. Motion approved 4-0-0.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,  
Jim Hessling  
Acting Director of Public Work