

VILLAGE OF MCFARLAND
Public Utilities Committee Minutes

Tuesday July 16, 2010 – 6:00 P.M.

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Trustee and Chairperson Mary Pat Lytle at 6:00 p.m.

Members present: Village Trustee Eric Kryzenske, Marc Nielsen, Chris Fredrick, Randy Hansen showed up at 6:05 p.m.

Staff present: Jim Hessling (Director of Public Works/Utilities), Matt Schuenke (Administrator), Aimee Irwin (Assistant to the Director), Brian Berquist (Town & Country Engineering)

2. PUBLIC APPEARANCES

None.

3. APPROVAL OF MINUTES

Discussion and action regarding the minutes from the regular meeting held on June 18, 2019.

Mary Pat Lytle motioned to have the following edits made to the June 18, 2019 minutes:

- a. 4a second paragraph: The Public Utilities Committee agreed with the Public Works Committee that this was a good idea, but that it was not a good use of Village Staff time. They also agreed that recruiting volunteers to do the stenciling work might be a possibility.
- b. 4c line 3: The water utility is regulated by the Public Service Commission (PSC). Staff would like to have a policy that addresses billing issues for sanitary and storm water that is similar to the PSC rules for water. This would provide staff with guidelines to ensure consistency in customer billing. Staff will bring a draft policy back to the committee that addresses these issues.

Motion by Mary Pat Lytle to accept these changes. Seconded by Marc Nielsen. Motion passed 4-0-0

4. BUSINESS

- a. Discussion and action to recommendation to the Village Board regarding the 2018 Audit and Financial Statements for McFarland Utilities
 - Jodi Dobson, CPA, Partner with Baker Tilly reviewed audit report document along with highlights.
 - Water Utility has seen a decrease in water usage which parallels with a statewide decline. This utility did see an increase in

insurance and labor benefits. Rate of return on this utility for 2018 was 2.39% while 2017 was 3.03%. Jodi suggested a simplified rate increase.

- Sewer Utility saw changes due to increase in MMSD charges.
- Water & Sewer combined cash balance saw a three-month minimal gain on assets.
- Stormwater Utility was impacted by the depreciation on assets
- All three utilities have some outstanding debt
- Discussion around internal controls (billing and collections) took place. The Utility is doing a good job of separating duties.
- Mary Pat Lytle motioned to approve audit. Seconded by Marc Nielsen. Approved 5-0-0

b. Discuss and action on creating a policy for utility customer billing disputes

- Hessling provided policies regarding back billing for both sanitary & storm sewers
 - Mary Pat Lytle recommended researching other municipalities that may already have existing policies. Marc Nielsen agreed with this action.
- Mary Pat Lytle recommends to not take action on this at this time.
- Bring further research on policies to next meeting

c. Presentation of the Public Works Monthly Report from the Director

- Hessling provided an update on public works activities in the Village for the month of June 2019.

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday August 20, 2019

6. ADJOURNMENT

- a. Motion to adjourn at 6:44 p.m. was made by Mary Pat Lytle. Seconded by Chris Fredrick. Motion passed 5-0-0.