VILLAGE OF MCFARLAND

Public Utilities Committee Minutes

Tuesday August 20, 2019 – 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, Edward Wreh, Pauline Boness, Marc Nielsen, Randy Hansen. Absent: Chris Fredrick

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

2. PUBLIC APPEARANCES

   None.

3. APPROVAL OF MINUTES

   Discussion and action regarding the minutes from the regular meeting held on July 16, 2019.

   Committee recommended the following changes to the minutes

   - Members present section-move Brian Berquest to Staff present section
   - 4a change Storm Utility to Stormwater Utility
   - 4b change recommendation to recommended
   - 4c change village to Village

   Motion by Mary Pat Lytle to approve the minutes with applicable edits above. Seconded by Marc Nielsen. Motion passed 4-0-2. Edward Wreh and Pauline Boness abstained.

4. BUSINESS
   a. Discussion and action regarding simplified rate increase submittal to WI PSC.
      - Aimee Irwin presented information to the committee regarding the possible simplified rate increase. The previous Conventional Rate Case occurred in 2001. The previous Simplified Rate Case occurred in 2010. Per the PSC we could complete a Simplified Rate Case. We would need to notify the public of this decision prior to filing and pick one effective date. From the date of filing the application and the rates being in affect, it must be at least 45 days for the PSC review window.
      - Mary Pat Lytle stated her concern that a Simplified Rate case may not be enough to assist with covering additional costs for the Utility. Marc Nielsen recommended looking into forward looking test years information from PSC.

- Motion by Mary Pat Lytle to recommend to the Village Board the completion of a Simplified Rate Case. Seconded by Marc Nielsen. Passed 6-0-0

b. Discuss and action on creating a policy for utility customer billing disputes
   - Hessling presented example policies from other communities along with Chairperson Mary Pat Lytle's draft policy. Hessling provided information that the goal of this policy is to assist the Utility employees in handling billing disputes and back billing for sanitary or storm sewer charges. Committee discussed various policies from Janesville, Belleville, Oregon, and Stoughton.
   - No action taken on this item. Committee would like staff to bring back the next draft policy to the September meeting.

c. Discuss and action on Main Street change order to replace hydrants in the North Autumn and Timber Lane areas of the project and additional sewer work on Scott Street.
   - This agenda item was discussed out of order. Tim Stieve from Town & Country Engineering provided background information for the change order request of replacing nine hydrants in North Autumn and Timber Lane areas given the current resurfacing activities. Estimated total additional cost would be approximately $54,000. Tim Stieve also provided information regarding the additional storm sewer work on Scott Street to improve drainage and overall structural integrity in this area. The additional cost was not available from the contractor at the time of this meeting but Tim provided an estimate of approximately $20,000.
   - Motion by Marc Nielsen to recommend to the Village Board to proceed with the additional costs for replacement of hydrants in the Autumn and Timber Lane areas along with the additional sewer work on Scott Street. Seconded by Pauline Boness. Passed 6-0-0

d. Discuss 2019 WI DNR Sanitary Survey Report and Notice of Noncompliance for McFarland Waterworks.
   - This agenda item was discussed out of order. Hessling presented information regarding the recent WI DNR Sanitary Survey Report along with deficiencies. Hessling reviewed the letter that was sent to the DNR regarding next steps. Hessling will follow up with the DNR regarding plans to include necessary items in the 2020 budget.

e. 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 July 2019.

5. SCHEDULE NEXT MEETING DATE
   a. Tuesday September 17, 2019
6. ADJOURNMENT
   a. Motion by Pauline Boness to adjourn at 7:26 p.m. Seconded by Edward Wreh. Motion passed 6-0-0.