

VILLAGE OF MCFARLAND

Public Utilities Committee Minutes

Tuesday September 17, 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, Pauline Boness, Marc Nielsen, Randy Hansen, Chris Fredrick arrived at 6:05 p.m. Absent: Edward Wreh

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.

Marc Nielsen suggested one edit in section 4b.

Motion by Mary Pat Lytle to approve the minutes with edit suggested above. Seconded by Pauline Boness. Motion passed 5-0-0.

4. BUSINESS

a. Discussion and action to make a recommendation to the Village Board regarding a proposal from Town and Country Engineering to complete a Sanitary Sewer Collection System Inflow and Infiltration Evaluation.

- Brian Berquist provided background regarding the proposal. The proposal would evaluate the water that has been pumped out of the ground versus what was metered to MMSD. Included with the proposal is evaluating both the daytime flow rates and the nighttime flow rates. If the proposal would be approved, Brian Berquist would estimate that they would be able to begin the daytime monitoring this fall and likely the nighttime study in early spring 2020. Phase 1 of the proposal has an estimated cost of \$21,500 while Phase 2 would be approved later to focus on follow-up investigations of what was found in Phase 1.
- Committee members discussed the proposal along with clarifying if funds are available for Phase 1 in the current budget year. According to Jim Hessling the funds are available for Phase 1 this year.
- Motion by Marc Nielsen to recommend to the Village Board the completion of a Sanitary Sewer Collection System Inflow and Infiltration evaluation Phase 1. Seconded by Chris Fredrick. Amend to the motion by

Mary Pat Lytle that Phase 1 be approved at the cost estimate of \$21,500.
Amended motion seconded by Chris Fredrick. Passed 6-0-0

b. Discussion and action regarding a proposal from Town and County Engineering to study the rate structure of the Sanitary Sewer Utility.

- Brian Berquist presented background regarding this topic. Brian stated that sewer rates are not an item that goes through the Public Service Commission (PSC). The proposal is intended to determine if 1) the current rates are sufficient to cover the near term capital improvements and 2) establish a rate increase if necessary. The proposal is estimated to not exceed \$5,000.
- Committee members discussed the proposal including what items should or should not be included when evaluating the rates. Marc Nielsen suggested including how MMSD charges would flow through these rates along with gathering information from surrounding communities relating to how they structure their rates.
- Motion by Mary Pat Lytle to recommend to the Village Board that we accept the proposal from Town and County Engineering. Seconded by Pauline Boness. Passed 6-0-0

c. Discussion and action on Sanitary Sewer policy for utility customer billing disputes

- Discussion regarding the draft billing policy. Committee members discussed the payment agreement time period with Pauline Boness recommending the period be no longer than one year. Members also discussed the disputes procedure along with other edits to the policy.
- No action taken on this item. This item will be brought back for discussion and approval at the October meeting.

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

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

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday October 15, 2019 at 6:00 p.m.

6. ADJOURNMENT

- a. Motion by Chris Fredrick to adjourn at 6:56 p.m. Seconded by Pauline Boness. Motion passed 6-0-0.