VILLAGE OF MCFARLAND

Public Utilities Committee Minutes

Tuesday January 21, 2020 – 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, Chris Fredrick.

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

2. PUBLIC APPEARANCES

   None.

3. APPROVAL OF MINUTES

   Discussion and action regarding the minutes from the Public Utilities meeting held on December 17, 2019.

   Mary Pat Lytle would like Community Room edited to Conference Room A as well as removing "add a 60-day period to appeal a billing dispute" from section 4a.

   Motion by Mary Pat Lytle to approve the minutes with edits suggested above. Seconded by Chris Fredrick. Motion passed 5-0-0

4. BUSINESS
   a. Discussion and action to make a recommendation to the Village Board regarding revisions to Section 47-148 detailing the Appeal Procedures within the Sanitary Sewer System municipal code.
      - Mary Pat Lytle provided a summary of this topic. One change has been made to this from the meeting held in December 2019 regarding the 60-day appeal window by the Public Utility Committee.
      - Committee members discussed the revisions.
      - Motion by Mary Pat Lytle recommending approval to the Village Board for revisions to Section 47-148. Seconded by Chris Fredrick. Motion passed 5-0-0
   b. Discussion and action to make a recommendation to the Village Board regarding the establishment of a Sanitary Sewer Billing Policy.

- Mary Pat Lytle provided a summary of this topic. This policy connects to Section 47-148 appeal procedures and this version has included a few minor changes from the December 2019 meeting.
- Motion by Chris Fredrick to recommend approval to the Village Board for the Sanitary Sewer Billing Policy. Seconded by Pauline Boness. Motion passed 5-0-0

c. <u>Discussion and action to make a recommendation to the Village Board on purchasing “No Fault Sewer” extended coverage through the League of Wisconsin Municipalities Mutual Insurance Carrier.</u>

- Matt Schuenke provided background that this agenda item had been brought forward at the December 2019 meeting. This coverage could provide a financial relief beyond homeowners' insurance. Matt stated that homeowners may or may not receive financial support from their homeowners insurance. The current sewer back-up policy manual provides our process when sewer back-ups occur. Matt stated there have been situations where the homeowners system was the system at fault and not the fault of the Village.
- Committee members discussed this topic. Mary Pat Lytle clarified that the $3.31 should be $0.31 as presented in the issue summary. Chris Fredrick stated he was unsure of buying insurance for something the Village is not liable for.
- Motion by Eric Kryzenske to make a recommendation to the Village Board to purchase extended coverage through the League of Wisconsin Municipalities Mutual Insurance Carrier. Seconded by Pauline Boness. Motion passed 4-1-0 with Chris Fredrick opposed.

d. <u>Update on sewer rate study.</u>

- This item was discussed out of order and completed first. Brian Berquist of Town & Country presented summary information regarding the sewer rate study. Brian stated that usage is consistent overall and that costs impacting the sewer connect to MMSD due to rate and volume increases. Costs have gone up over the 4 years that were reviewed. Brian presented the committee with two scenarios. The first assumes no replacement funds utilized while the second included proposed replacement funds. Replacement funds are funds placed into a kitty to utilize for projects in place of borrowing. On the presented form, titled Summary of Rates Alternatives is an overview with not utilizing replacement funds versus utilizing them. Brian stated that with a system of our size the lowest operating cash and equivalents to have on hand would be $400,000 to $500,000. Brian suggested a rate increase of at least 14% for the sewer with re-evaluation after

one year to review revenue along with I & I study information being conducted.
- Committee members discussed the options presented.

e. <u>Discussion and action to make a recommendation to the Village Board regarding drainage improvements adjacent to the Lower Yahara Trail generally located on Elvehjem Road near Hidden Farm Road.</u>
    - This agenda item was discussed with letter j of this agenda, Presentation on and planning for utility projects in 2020.
    - No action taken on this item.

f. <u>Discussion and action to make a recommendation to the Village Board regarding the Request For Proposals for yard waste and drop off site services.</u>
    - Jim Hessling provided background regarding this topic. The RFP proposal included with the packet is from Barnes. Committee members reviewed and discussed the proposal. Mary Pat Lytle clarified if the proposal amounts are included in the 2020 budget. Matt Schuenke stated that the budget may not be exact numbers but the accounts could handle the increase. Committee members discussed that some increased costs are caused by Dane County terminating the contractor's ability to drop items at their site. Chris Fredrick asked if the Village would be able to self-complete the yard waste and drop off site services. Matt Schuenke stated the Village may be able to perform this function but again we are stuck with where the brush/waste would be deposited. Jim Hessling stated that the Village does have the equipment to complete this but fuel would also be an expense to consider.
    - Motion by Mary Pat Lytle to recommend to the Village Board for approval of the RFP by Barnes. This motion was amended to include that 1A of the proposal is recommended for approval. Seconded by Chris Fredrick. Motion passed 5-0-0

g. <u>Discussion and action on a water utility rate increase proposal from Baker Tilly.</u>
    - Matt Schuenke provided background regarding the water utility rate increase proposal as provided by Baker Tilly. Matt stated that the cost of this project is budgeted for 2020.
    - Motion by Mary Pat to recommend to the Village Board to accept the proposal from Baker Tilly. Seconded by Marc Nielsen. Motion passed 5-0-0

h. <u>Discussion regarding planning and designing for an eastside interceptor sanitary sewer.</u>
    - Brian Berquist provided a summary of the planning and designing for an eastside interceptor. Multiple parties regarding future developments and the needed sewer service have approached the

Village. Currently the sewer service ends at Devils Lake Way. Brian provided a memo, which included some options of where the sewer line could run. The previous study had identified that when the sewer was in place and enough connections occurred, Lift Station 2 may not be able to pump enough. Improvements would need to occur at Lift Station 2. If this project is approved, Brian estimates beginning the interceptor work near or after January 1st of 2021.

- Matt Schuenke provided further supporting information regarding this topic. Matt stated that staff are aware of the issues related to Lift Station 2 and this project could be completed simultaneously with other projects occurring around the village. Overall, this project would affect more than the future developments that could occur in the area. Next steps would require Town & Country to look at the route and start the designing of the project in more detail.

i. <u>Discussion and recommendation regarding sale or reuse of the former Well #2 property located between 5317 & 5407 Bremer Road.</u>
   - Mary Pat Lytle stated this topic relates to the land that is occupied by abandoned Well #2. The additional costs that would be required could be completed by the village or required of the new property owner. The committee members discussed this topic. Chris Fredrick asked if it would be possible to complete the work to the property then sell to the highest bidder. Jim Hessling stated that this approach would not work due to lot size and zoning issues. Pauline Boness asked what is still remaining underground of Well # 2. Brian Berquist responded that a water main exists which should be moved to the edge of the parcel and this parcel does not include a sewer lateral which would need to be installed.
   - Motion by Mary Pat Lytle to recommend to the Village Board the sale of the property located between 5317 & 5407 Bremer Road. Seconded by Marc Nielsen. Motion passed 5-0-0.

j. <u>Presentation on and planning for utility projects in 2020</u>
   - Brian Berquist presented 2020 projects that are included in the 2020 budget.
   - Committee members discussed the utility projects for 2020. Brian provided a summary of the sump pump work projected for completion throughout the village. Brian stated that a joint meeting could be held on March 10, 2020 for Public Utilities and Public Works to allow for review of BIDS for 2020 projects.

k. <u>Presentation of the Public Works Monthly Report from the Director.</u>
   - Jim Hessling provided an update on public works activities in the village for the month of December 2019.

l. December Impact Fee Report
   - Report presented in the packet.

5. SCHEDULE NEXT MEETING DATE
    a. Tuesday February 18, 2020 at 6:00 p.m. (corrected from agenda stating 21st)
    b. Joint meeting tentatively scheduled for March 10th with Public Utilities and Public Works.
6. ADJOURNMENT
    a. Motion to adjourn by Chris Fredrick at 7:42 p.m. Seconded by Marc Nielsen. Motion passed 5-0-0.

Respectfully submitted by Aimee Irwin