VILLAGE OF MCFARLAND

Public Utilities Committee Minutes

Tuesday May 19, 2020 – 6:00 P.M.

1. CALL TO ORDER, ROLL CALL

   The meeting was called to order by Village Trustee and Chairperson Eric Kryzenske at 6:00 p.m.

   Members present: Village Trustee Carolyn Clow, Pauline Boness, Chris Fredrick, Marc Nielsen, Mary Pat Lytle

   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), Lee Igl (Streets & Utilities Superintendent)

2. PUBLIC APPEARANCES

   Cole & Kathryn Younger, 5405 Falling Leaves Ln. Cole & Kathryn presented the current safety concerns at their residence due to flooding in the street and hazardous ice during the winter. This relates to business agenda item 4a.

3. APPROVAL OF MINUTES
   a. Discussion and action regarding the minutes from the meeting of Public Utilities Committee held on February 18, 2020.
      - Motion by Mary Pat Lytle to approve the minutes as presented. Seconded by Pauline Boness. Motion passed 4-0-2 with Carolyn Clow and Marc Nielsen abstaining.
   b. Discussion and action regarding the minutes from the Joint Public Utilities and Public Works meeting held on March 10, 2020.
      - Motion by Pauline Boness to approve the minutes as presented. Seconded by Mary Pat Lytle. Motion passed 4-0-2 with Carolyn Clow and Chris Fredrick abstaining.
4. BUSINESS
   a. Discussion and action regarding a proposed stormwater project to improve overland water flow from Windwood Circle to Falling Leaves Lane.
      - Matt Schuenke provided background regarding this topic. This area was discussed previously but this topic connects to a water flow concern.
      - Brian Berquist and Tim Stieve presented information about two possible ways to improve the current concern. The first proposed improvement would involve bioretentions of which will need annual maintenance to remove debris from the area and allow water to flow as needed. The second proposed improvement would install a

storm sewer, berm and regressing of the ditch area. Town & Country's recommendation is option two to avoid the bioretention upkeep.

- Committee members discussed the proposed improvement options. Included in discussion were clarifications if either improvement would help the Ridge Rd area, how the size of the pipe was determined in the second proposed improvement and whether discussion has occurred related to an easement for the work proposed.
- Motion by Eric Kryzenske recommending staff to pursue the second proposed improvement option to improve water flow from Windwood Circle to Falling Leaves Lane. Seconded by Pauline Boness. Motion passed 6-0-0

b. Discussion and action to make a recommendation to the Village Board regarding the 2019 Audit and Financial Statements for McFarland Utilities.
    - Jodi Dobson reviewed information from the 2019 Audit and Financial Statements including a summarized presentation. Jodi also discussed a previously presented question related to MMSD pass through and connection to rates. She stated that some municipalities do perform a type of pass through related to MMSD rates and this is done annual when MMSD releases information for the upcoming year's rates.
    - Committee members discussed the 2019 Audit. Marc Nielsen clarified if any municipalities adjust for increased amounts of infiltration to which Jodi responded that she is not aware of utilities performing this type of process. Chris Fredrick clarified if the stormwater account has adequate cash on hand if paying off debt would be appropriate action. Matt Schuenke stated that some of the cash on hand will assist in paying for an upcoming project.
    - Motion by Carolyn Clow to recommend approval of the 2019 Audit and Financial Statements to the Village Board. Seconded by Eric Kryzenske. Motion passed 6-0-0
c. Discussion regarding the Water Rate Case to the Public Service Commission.
    - Jodi provided background regarding the Water Rate Case that will be sent to the Public Service Commission (PSC). Reports and data were sent to Baker Tilly on May 1, 2020 for the period ending April 30, 2020. Jodi Dobson stated after the submission of the annual PSC report that the information received from the utility will be under review to begin the rate case process.
    - Committee members discussed the water rate case. Mary Pat Lytle clarified if a water conservation program could be included with the upcoming rate case. Jodi Dobson stated that this could be reviewed

and discussed by the utility in the upcoming water rate case process. Additional items that the utility would like to review in the upcoming water rate case will be available for future discussion.

d. Discussion and action to make a recommendation to the Village Board regarding a request for proposals for sanitary sewer main cleaning services.
    - Jim Hessling provided background information for the need to request proposals to conduct sanitary sewer main cleaning. The RFP presented would entail the cleaning of 1/3 of the Village per year.
    - Committee members discussed the presented RFP.
    - Motion by Eric Kryzenske recommending issuing the RFP for sanitary sewer cleaning to the Village Board. Seconded by Chris Fredrick. Motion passed 6-0-0.
e. Discussion and action to make a recommendation to the Village Board regarding a request for proposals for sanitary sewer televising services.
    - Jim Hessling provided background information for the need to request proposals to conduct sanitary sewer televising. The RFP included is similar to the RFP for sanitary sewer main cleaning with minor word adjustments.
    - Committee members discussed if the televising process would be the same as 1/3 of the Village per year. Jim stated that this process would be the same. Chris Fredrick clarified if the RFP for sanitary sewer main cleaning and sanitary sewer televising could be combined and a possible discount could be provided if one business is awarded both contracts. Carolyn Clow recommended including information on the RFP for information about the company submitting the RFP including references. Committee members also recommended the RFP to be awarded for a one year period with two, one year optional renewals.
    - Motion by Chris Fredrick to reconsider the previous motion from business agenda item 4d. Seconded by Carolyn Clow. Motion passed 6-0-0.
    - Motion by Chris Fredrick recommending the issuance of a RFP to the Village Board for sanitary sewer main cleaning and sanitary sewer televising services as one RFP. Seconded by Eric Kryzenske. Motion passed 6-0-0.
f. Update on plans for Well Maintenance per the Department of Natural Resources.
    - Jim Hessling provided background stating this relates to the facilities surrounding the well sites. Some items connect to the DNR deficiencies along with additional equipment found within the facilities such as generators. The electrical has corroded due to the

chemicals within the well houses. Valves exist that appear to lack purpose. Repairs to the ceiling is needed from previous maintenance at the facilities. Additional concerns have recently been found during the pulling of the pump at Well #4.

- Brian Berquist recommended that the utility plans ahead at the work that is upcoming at the well houses as the maintenance costs can add up. Brian also recommended the possibility of including quantified data when reviewing a rate case.
- Committee member discussed the presented data and recommendations. Eric Kryzenske clarified if any well maintenance was included in the capital improvement plan. Matt stated that the current plan included figures for the current process of pulling the pump at Well #4 but additional items discussed are not currently in the plan. Committee members discussed if it would be appropriate to complete a system study and use the information provided as guidance for discussion related to the water rate case.

g. <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 April 2020.

5. SCHEDULE NEXT MEETING DATE
    a. Tuesday June 16, 2020 at 6:00 p.m.
6. ADJOURNMENT
    a. Motion to adjourn by Pauline Boness at 8:07 p.m. Seconded by Chris Fredrick. Motion passed 6-0-0.

Respectfully submitted by Aimee Irwin