

Public Utilities Committee

Tuesday, July 21, 2020

6:00 PM

McFarland Municipal Center
Community Room

You are invited to a Zoom webinar.
When: Jul 21, 2020 06:00 PM Central Time
Topic: Public Utilities Committee

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84746336053>

Or Telephone:

Dial US:+1 (312) 626-6799

Webinar ID: 847 4633 6053

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes from the meeting of the Public Utilities Committee held on June 16, 2020.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding the timeline for penalties or late fees on utility accounts.
 - b. Discussion and action regarding an additional provision in the upcoming utility's rate file to include the absorption of online payment fees.
 - c. Discussion and action to make a recommendation to the Village Board regarding Sanitary Sewer Cleaning and Televising Services.
 - d. Presentation of the Public Works Monthly Report from the Director
 - e. Discussion regarding exploration of a 20 year comprehensive utility plan.
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday August 18, 2020 at 6:00 p.m.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND

Public Utilities Committee Minutes

Tuesday June 16, 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

None.

3. APPROVAL OF MINUTES

a. Discussion and action regarding the minutes of the Joint Public Utilities and Public Works committees held on May 12, 2020.

- Motion by Chris Fredrick to approve the minutes as presented.
Seconded by Mary Pat Lytle. Motion passed 6-0-0.

b. Discussion and action regarding the minutes from the Public Utilities Committee held on May 19, 2020.

- Motion by Pauline Boness to approve the minutes as presented.
Seconded by Chris Fredrick. Motion passed 6-0-0

4. BUSINESS

a. Discussion and action to make a recommendation to the Village Board regarding utility accounts billing base charges and issuing applicable refunds if appropriate.

- Aimee Irwin provided background regarding the utility accounts billing base charges without a meter and refunds that may be issued.
- Committee members discussed possible refunds for the applicable accounts. Mary Pat Lytle clarified if language was found specifically related to base charges and refunds. Pauline Boness asked if existing policy language exists for billing errors and refunds. Chris Fredrick recommended that refunds are made to current owners of the accounts in question.
- Motion by Chris Fredrick recommending to the Village Board to issue refunds as determined by staff for the current owner or to

when the dispute was determined whichever is later. Seconded by Mary Pat Lytle. Motion passed 6-0-0

- b. Discussion and action to make a recommendation to the Village Board regarding the State Municipal Agreement (SMA) for the Exchange Street project.
 - Matt Schuenke provided background regarding the State Municipal Agreement for the reconstruction of Exchange Street. The funding awarded to the village would be available in 2024. Tim Stieve provided that this agreement was presented at another committee meeting and it was recommended to revisit the inflation percentage used for calculations along with revised construction year from 2023 to 2024. The revisions are currently with the MPO and awaiting their response.
 - Committee members discussed the agreement.
 - Motion by Chris Fredrick recommending approval of the State Municipal Agreement for Exchange Street to the Village Board. Seconded by Carolyn Clow. Motion passed 6-0-0
- c. Discussion and action to make a recommendation to the Village Board regarding the purchase of a dialing system for our SCADA equipment
 - Jim Hessling provided background regarding the dialing system for the SCADA equipment. Currently the SCADA system uses Win-911 which is not compatible with Windows 10. LW Allen's recommendation is Top View Alarm Notification software.
 - Committee members discussed the dialing system. Mary Pat Lytle clarified that the cost would be split 50/50 between water and sewer utility accounts.
 - Motion by Mary Pat Lytle recommended approval of the Top View Alarm Notification software from LW Allen to the Village Board. Seconded by Chris Fredrick. Motion passed 6-0-0
- d. Discussion and action to make a recommendation to the Village Board regarding a stormwater project to improve overland water flow from Windwood Circle to Falling Leaves Lane.
 - Brian Berquist provided background regarding this previously discussed project. Contractors were contacted for possible proposals including the current contractor GPro. GPro's proposal was in the amount of \$10,046.15
 - Carolyn Clow clarified when this work would be completed by GPro. This project would likely occur at the conclusion of the water main work by GPro. Chris Fredrick clarified if residents would be notified. Per Brian Berquist, residents will be notified following the conclusion of this meeting.
 - Motion by Eric Kryzenske recommending to the Village Board approval of the stormwater project to improve overland water flow

from Windwood Circle to Falling Leaves Lane by utilizing GPro in the amount of \$10,046.15. Seconded by Pauline Boness. Motion passed 6-0-0

e. Update regarding maintenance on Well #4.

- Jim Hessling provided an update regarding Well #4 maintenance including photos and videos of the work completed by CTW. Maintenance should be concluded this week then water testing will begin.

f. Discussion regarding MMSD Pass Through Policy on Sanitary Sewer Rates.

- Jim Hessling provided background regarding previous discussions of MMSD charges as a pass through for utility customers. Presented in the packet was an example invoice from MMSD showing the breakdown of the quarterly charge from first quarter of 2020.
- Committee member discussed the MMSD pass through policy. Marc Nielsen compared the idea to natural gas companies in the state.

g. 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 May 2020.

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday July 21, 2020 at 6:00 p.m.

6. ADJOURNMENT

- a. Motion to adjourn by Chris Fredrick at 7:13 p.m. Seconded by Pauline Boness. Motion passed 6-0-0.

Respectfully submitted by Aimee Irwin



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, July 21, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the timeline for penalties or late fees on utility accounts.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Emergency Order #11 issued by Governor Tony Evers from March 2020 authorized public utilities to waive late fees. On June 11, 2020 the Public Service Commission (PSC) voted unanimously to lift the process of waiving late fees. Per the PSC they determined that utilities may begin to issue late fees effective July 15, 2020 and that utilities may opt in to continuing to waive late payment fees through December 31, 2020, if they choose. These late fees may only be issued on amounts incurred beginning July 15, 2020 and moving forward. Based on the July 15, 2020 date the earliest we could conduct the penalty process would be October. In polling five surrounding municipalities, three will reinstate late fees and two have not made a decision yet.

FINANCIAL/BUDGET IMPACT:

Based on two months of data for 2020, we average \$843.53 in total for water, sewer and stormwater penalties per month. Comparison to a years worth of data for 2019, we averaged \$920.80 per month in penalties. If we begin charging late fees in October and utilizing the 2020 average data, penalty revenue would be approximately \$2,530.39. Based on aging data collected it does not appear that COVID19 had much impact on utility payments. Trending appears similar to 2019 and the 2020 six month average shows aging less than 2019 data.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends restarting the penalty process adhering to the date of July 15, 2020 incurred



charges in October.

ATTACHMENTS:

1. July PU Meeting Email regarding Late Fees
2. June 26 PSC order from League of WI Municipalities 6.29.2020
3. 7.21.20 Penalty Tracking
4. 7.21.20 Aging Tracking

Aimee Irwin

From: Hanna, Alex - PSC <Alex.Hanna@wisconsin.gov>
Sent: Tuesday, June 23, 2020 2:38 PM
To: Aimee Irwin
Cc: Fay, Laura - PSC
Subject: RE: PSC Docket 3490-TW-100 Letter

Hi Aimee,

The Commission determined that utilities may begin to issue late fees effective July 15, 2020 and that utilities may opt in to continuing to waive late payment fees through December 31, 2020 if they choose. Late fees may only be issued on amounts incurred beginning July 15, 2020 and moving forward.

In response to this specific question, any amount billed on July 14, 2020 and prior could still not be assessed a late fee, but any service used July 15, 2020 and moving forward that is used, billed, and not paid on time would be assessed a late fee. Utilities may not retroactively apply late fees on arrears during the time the Order was in effect (3/24/2020 - 7/14/2020). If the utility billing system is able to prorate, it should do so. If not able to prorate, then the utility may issue late fees on the first possible date of billing that covers usage from July 15, 2020 and moving forward. The late fee is based off when the service was used, so if the bill covers a period prior to July 15, then the utility cannot assess late fees to that portion of the bill, however the portion moving forward you could assess the late fee.

I hope you find this information to be helpful.

Thank you,

Alex Hanna

From: Aimee Irwin <aimee.irwin@mcfarland.wi.us>
Sent: Tuesday, June 23, 2020 1:51 PM
To: Hanna, Alex - PSC <Alex.Hanna@wisconsin.gov>
Subject: RE: PSC Docket 3490-TW-100 Letter

Alex,

I had another question brought up to me today as well unrelated to below. I received notification that the moratorium on charging late fees for utility delinquencies will be ending. Does this mean that we could charge late fees again as soon as after our July 20th deadline or does it need to be charges/services provided after July 15th that would then be charged late fees if debts occur for those? Or on July 20th would be simply charge penalties for any debts that exist?

Thank you,

Aimee Irwin
Assistant to the Public Works Director
Village of McFarland
5115 Terminal Drive
McFarland, WI 53558
608.838.7287



PSC Provides More Information on Ending Utility Disconnection and Late Payment Fee Moratorium

By Curt Witynski, Deputy Director, League of Wisconsin Municipalities

On June 26 the Wisconsin Public Service Commission (PSC) issued an [order](#) providing municipal utilities with more detailed information about ending the COVID-19 related moratorium on service disconnections and charging late payment fees.

The Order specifies the following:

Disconnection or Refusal of Service. The Commission determines that a reasonable balance for both utilities and customers is to lift the temporary prohibition against disconnecting or refusing service and allow utilities to issue disconnection notices on July 15, 2020, with a minimum 10-day window so that the first date of disconnection would occur on or after July 25, 2020. Under normal circumstances, utilities may, but are not required to, disconnect service for nonpayment pursuant to the requirements of the Wisconsin Administrative Code. Therefore, a utility may commence issuing disconnection notices on July 15, 2020, or it may roll out a phased approach based on thresholds as required by operational conditions and constraints, as long as the approach is nondiscriminatory.

Refusal of Service for Failure to Provide Documentation of Residency or Identity. The Commission finds it reasonable to lift this provision as follows. With regard to an existing customer who has failed to provide documentation of residency and identity, a utility may send a disconnection notice beginning on July 15, 2020, and may disconnect service beginning on July 25, 2020. With regard to a new customer requesting service, a utility may refuse service for failure to provide documentation of residency and identity beginning on July 25, 2020.

Deposits. The Commission finds it reasonable to lift the suspension on customer deposits effective July 31, 2020. The Commission determines that continuing this temporary provision until the end of July will provide customers with time to become aware of the lifting of the provision and bring past due balances to their accounts current to avoid being required to make a deposit.

Late Payment Fees. The Commission finds it reasonable to lift this temporary provision effective July 15, 2020. Late fees imposed after this provision is lifted may only be assessed on amounts incurred on or after July 15, 2020. The Commission further finds it reasonable to provide that, beginning July 15, 2020, utilities may elect to continue to waive late fees in a non-discriminatory manner until December 31, 2020, notwithstanding any tariff provision to the contrary. Utilities that elect to continue to waive late fees shall notify the Commission of their plans for waiving fees.

Landlord Requested Termination of Municipal Electric Services. The Commission finds it reasonable to lift this temporary provision effective July 25, 2020, consistent with the first available date the Commission sets for utilities to disconnect service for nonpayment. The termination of this provision ends the Commission's tracking of this requested activity.

Credit Card Convenience Fees. The Commission finds it reasonable to lift this temporary provision as follows. Utilities that have received authorization to waive credit card convenience fees through the process set forth in the Commission's order of March 24, 2020 in this docket shall resume charging such fees effective December 31, 2020, except that such utilities may choose to resume charging such fees at an earlier date upon submission of a request to the Commission.

Deferred Payment Agreements. The Commission finds it reasonable to lift the temporary provisions relating to DPAs effective August 15, 2020. A utility must offer a DPA to any customer unable to pay their bill in full until August 15, 2020. Following that effective date, a utility may decline to offer a subsequent DPA or initiate a process to disconnect service if applicable without offering a subsequent DPA, unless a residential customer has had a significant change in ability to pay since the previous, defaulted DPA was established. Pursuant to the specific requirements and procedures established in the Wisconsin Administrative Code regarding DPAs, if a residential Docket 5-UI-120 10 customer has not defaulted on a DPA, the utility shall offer a DPA. As of August 15, 2020, utilities may, but will no longer be required, to offer DPAs to commercial customers.

PENALTY TRACKING															
	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	6/30/2020	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020	12/31/2020	6 month Average	Average	
Water Penalty	\$ 260.37	\$ 248.14	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 84.75	\$ 254.26	600-46450-105
Sewer Penalty	\$ 422.71	\$ 418.23	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 140.16	\$ 420.47	600-46410-105
Stormwater Penalty	\$ 164.09	\$ 173.51	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 56.27	\$ 168.80	605-46900-000
Total	\$ 847.17	\$ 839.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281.18	\$ 843.53	
	1/31/2019	2/28/2019	3/31/2019	4/30/2019	5/31/2019	6/30/2019	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	6 month Average	Average	
Water Penalty	\$ 260.12	\$ 303.49	\$ 318.08	\$ 233.93	\$ 294.79	\$ 309.86	\$ 233.95	\$ 246.04	\$ 333.75	\$ 291.76	\$ 268.04	\$ 240.43	\$ 286.71	\$ 277.85	600-46450-105
Sewer Penalty	\$ 423.32	\$ 538.87	\$ 498.63	\$ 413.35	\$ 493.37	\$ 549.98	\$ 396.28	\$ 439.32	\$ 525.76	\$ 522.95	\$ 470.60	\$ 427.88	\$ 486.25	\$ 475.03	600-46410-105
Stormwater Penalty	\$ 131.04	\$ 171.73	\$ 225.09	\$ 105.10	\$ 238.99	\$ 142.13	\$ 137.63	\$ 133.79	\$ 262.59	\$ 138.24	\$ 213.58	\$ 115.19	\$ 169.01	\$ 167.93	605-46900-000
Total	\$ 814.48	\$ 1,014.09	\$ 1,041.80	\$ 752.38	\$ 1,027.15	\$ 1,001.97	\$ 767.86	\$ 819.15	\$ 1,122.10	\$ 952.95	\$ 952.22	\$ 783.50	\$ 941.98	\$ 920.80	

Aging Tracking

Aging less monthly billing 2020

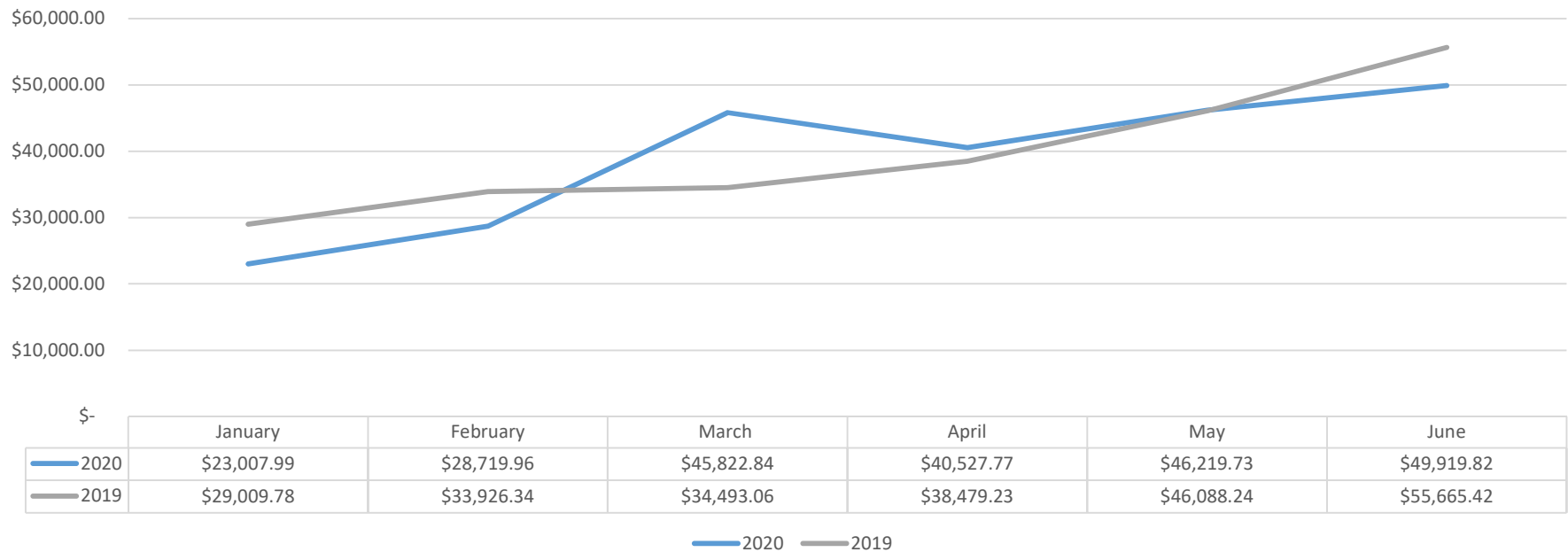
1/31/2020	% Change	2/29/2020	% Change	3/31/2020*	% Change	4/30/2020	% Change	5/31/2020	% Change	6/30/2020	% Change
\$ 23,007.99	13.8%	\$ 28,719.96	24.8%	\$ 45,822.84	59.6%	\$ 40,527.77	-11.6%	\$ 46,219.73	14.0%	\$ 49,919.82	8.0%

Aging less monthly billing 2019

1/31/2019	% Change	2/28/2019	% Change	3/31/2019	% Change	4/30/2019	% Change	5/31/2019	% Change	6/30/2019	% Change
\$ 29,009.78	7.6%	\$ 33,926.34	16.9%	\$ 34,493.06	1.7%	\$ 38,479.23	11.6%	\$ 46,088.24	19.8%	\$ 55,665.42	20.8%

** During March 2020, payments were not processed timely and caused a spike in outstanding utilities owed.*

Aging Less Monthly Billing (Jan-June)





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, July 21, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Discussion and action regarding an additional provision in the upcoming utility's rate file to include the absorption of online payment fees.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In the Order for docket 5-UI-120 from the PSC, the Public Service Commission found it reasonable to allow utilities to waive credit card convenience fees to encourage online payment due to the declared public health emergency. The utility was approved to waive fees for customers beginning March 24, 2020. This tariff remains in effect for the duration of the public health emergency and until further order of the Commission. During the Public Utilities committee meeting of March 12, 2019 the committee had reviewed a letter from the PSC regarding credit card fees. The letter stated that the utility could absorb online fees through a rate case. At this meeting the committee desired to not make this change and directed that the issue be reserved for a rate case. The service fee costs range from \$1.00 to 2.75% of the total cost depending on transaction type.

FINANCIAL/BUDGET IMPACT:

Based on data provided by Payment Service Network (PSN), estimated annualized fees for online payment for 2020 could be \$11,797.44 at current rates. In comparison the estimated annualized fees for 2019 of \$7,785.08. Utilization of online payment has increased from 2019 to 2020. Current utilization is approximately 44% of utility accounts. If advertised to utility payers of absorbed online fees, it's unknown how online payments may adjust. The estimate total fees if 100% of utility accounts paid online could be \$26,000 per year.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommend including online payment fees in the conventional rate case.

ATTACHMENTS:

1. 5-UI-120 PSC document
2. July PU Meeting Tariff 3490-TW-100
3. July PU Meeting Docs from March 12, 2019 meeting
4. 03.12.19 PU Minutes
5. July PU Meeting regarding waiving of online service fees from PSC
6. PSN Data April to June as of 7.17.2020

PUBLIC SERVICE COMMISSION OF WISCONSIN

Investigation on the Commission's Own Motion to Ensure Safe, Reliable and Affordable Access to Utility Services During Declared Public Health Emergency for COVID-19

5-UI-120

ORDER

This is the Order in the Commission's investigation to ensure safe, reliable, and affordable access to utility services during the public health emergency declared in response to COVID-19.

Background

On March 12, 2020, Governor Evers issued Executive Order #72,¹ declaring a public health emergency in response to the COVID-19 Coronavirus.² On March 13, 2020, the Wisconsin Department of Health Services (DHS) ordered the closure of all public and private schools.³ On March 18, 2020, DHS ordered that the number of children and staff present at child care settings be restricted and authorized the voluntary closure of child care settings.⁴ On March 20, 2020, DHS ordered the prohibition, with certain exceptions, of public and private gatherings of 10 or more people, extended the ordered school closure until the end of the public health emergency, and issued "social distancing" guidelines.⁵

To facilitate the Commission's ongoing efforts to ensure the continued availability of and access to vital services during the public health emergency, Chairperson Rebecca Cameron

¹ <https://evers.wi.gov/Documents/EO/EO072-DeclaringHealthEmergencyCOVID-19.pdf>

² COVID-19 is a virus that has not previously infected humans. On March 11, 2020, the World Health Organization officially declared COVID-19 a pandemic.

³ <https://evers.wi.gov/Documents/EO/SignedSchoolClosure.pdf>

⁴ https://evers.wi.gov/Documents/COVID19/DHS%20Order6_3.18.2020.pdf

⁵ <https://evers.wi.gov/Documents/COVID19/EMO08-MassGathering10v.2.pdf>

Valcq on March 20, 2020, requested that Governor Evers exercise his authority under Wis. Stat. § 323.12(4)(d) and temporarily suspend certain provisions of Wis. Admin. Code chs. PSC 113, 134, and 185 relating to service rules for electric, natural gas, and water public utilities, which constrained the manner in which the Commission may structure utility tariffs. On March 22, 2020, Governor Evers issued Emergency Order #11, granting the request and temporarily suspending the administrative code provisions set forth in the order.⁶

Opinion

The Commission has authority to supervise and regulate every public utility in this state, do all things necessary and convenient to its jurisdiction, and initiate an investigation into any matter within its jurisdiction. Wis. Stat. § 196.02(1) and (7). The Commission initiated this investigation to determine the steps necessary to ensure that, during the pendency of the public health emergency, the public utilities and customers of this state have the flexibility and protections needed to ensure that all customers continue to receive adequate service under terms that are reasonable, given the significant changes that have occurred in the circumstances facing public utilities and their customers, since the terms of their various tariffs were approved by the Commission. Wis. Stat. §§ 196.03(1) and 196.37(2).

Since the inception of the state's regulation of public utilities in 1907, the Commission has had specific authority under Wis. Stat. § 196.70(1) to temporarily alter or amend any existing rates, schedules, or orders when the Commission deems it "necessary to prevent injury to the business or interest of the people or any public utility in case of any emergency

⁶ Emergency Order #11, signed March 22, 2020, https://content.govdelivery.com/attachments/WIGOV/2020/03/22/file_attachments/1407866/PSC%20Emergency%20Order%20with%20request%20FINAL%202020-03-22.pdf.

to be judged of by the [C]ommission...” 1907 Wisconsin Act 499. In making such alterations, the Commission has discretion to adopt requirements that are greater, lesser, or different from the requirements otherwise applicable under the administrative code, based upon considerations relating to “exceptional or unusual situations.” Wis. Admin Code §§ PSC 113.01(2), 134.01(2), and 185.11(4). By suspending rule provisions which constrained the manner in which the Commission may structure utility tariffs, the Governor further enhanced the Commission’s discretionary authority to alter and amend tariffs during the public health emergency.

The Commission finds that the continued availability of and access to electric, gas, and water service in the home is essential for enabling residential utility customers to abide by guidelines issued by DHS and other public health agencies relating to personal hygiene and “social distancing” by remaining in the home to the fullest extent possible. Furthermore, the Commission finds that the economic impacts of social distancing and restrictions during the public health emergency may result in commercial operations being unable to afford the service needed for their continued operations, which would pose a risk to public health by impeding the availability of products and services. These economic impacts also place residential, commercial, industrial, and farm customers at risk of being unable to make payments and deposits that would otherwise be necessary in order to prevent disconnection, avoid the accumulation of late fees, and obtain needed reconnection.

The Commission judges the public health emergency to be an emergency for purposes of exercising its authority under Wis. Stat. § 196.70 and finds it necessary to temporarily alter

the schedules of all electric, gas, water, and steam utilities of the state to prevent injury to the business and interests of the people and public utilities of the state.

For the foregoing reasons, the Commission finds it necessary to temporarily alter the tariff provisions of all public utilities in this state by amending them to provide that, notwithstanding any tariff provision to the contrary, during the public health emergency, and until further order of the Commission, all electric, gas, steam, and water public utilities:

- May not disconnect or refuse service to any customer in any class for any reason other than those specified in Wis. Admin. Code §§ 113.0301(4) and (5), 113.0302(4) and (5), 134.062(3) and (4), 134.0622(3) and (4), 185.37(3).
- May request that an applicant for new service provide documentation to prove identity and residency, but may not refuse service to any customer in any class for failure to provide such documentation.
- Shall offer to any customer, regardless of customer class, a deferred payment agreement, if the customer is unable to pay a bill in full, for the period beginning with the effective date of this order.
- May not assess upon any customer any fee or charge for late payment for an arrearage incurred during the period beginning with the effective date of this order.
- May not require a cash deposit or other guarantee as a condition of any new service.
- Shall request any modification of these requirements by submitting a petition to the Commission in this docket.

The following sections provide further clarification regarding the measures necessary to comply with the foregoing tariff provisions. Public utilities seeking clarification or alteration

of these provisions shall petition the Commission by filing a request in this docket. The Commission may take action on such requests either collectively or individually, as appropriate, and issue supplemental orders in this proceeding. Within 30 days after the effective date of this Order, Commission staff shall report back to the Commission with a summary of these requests.

Disconnection and Refusal of Service

The Commission finds that compliance with the disconnection and refusal of service tariff alterations described above requires a public utility to contact any customer, regardless of customer class, whose service is currently disconnected, assess whether the respective property is occupied or in use, and determine whether, per Wis. Admin. Code §§ 113.0301(4) and (5), 113.0302(4) and (5), 134.062(3) and (4), 134.0622 (3) and (4), 185.37 (3), there are any conditions which would preclude the utility from safely reconnecting the service, and work with the customer to safely reconnect service. Utilities may contact customers via phone, email, or mail, as available, using the contact information the utility has on file for the customer of record.⁷

Documentation of Residency and Identity

The Commission finds that compliance with the tariff alterations described above means that a public utility may not disconnect or refuse service for any reason other than that

⁷ Wisconsin Stat. § 66.0809(5)(bm) provides, “No earlier than 14 days after receiving a notice under par. (b) of a tenant’s past-due charges for electric service, the owner of a rental dwelling unit may request that the municipal public utility terminate electric service to the rental dwelling unit. Except as provided under rules of the public service commission relating to disconnection of service and subject to the procedural requirements under those rules, unless all past-due charges are paid, the municipal utility shall terminate electric service to the rental dwelling unit upon receipt of a request under this paragraph. This paragraph does not apply if a municipal public utility does not use the procedures under sub. (3) to collect the past-due charges.” This provision applies when the landlord and the utility have met certain prerequisites under Wis. Stat. § 66.0809. Utilities receiving landlord requests for electric service disconnections during the public health emergency shall provide notice to the Commission.

set forth above. Utilities may not refuse to reconnect service or turn on new service for failure to provide the items enumerated under Wis. Admin. Code § PSC 113.0408, 134.051, or 185.30, as these provisions have been suspended. Furthermore, utilities may not refuse to reconnect service or turn on new service for failure to provide the items enumerated under Wis. Admin. Code § PSC 113.0409, 134.053, or 185.305, as the Commission finds that the exceptional and unusual circumstances faced by nonresidential customers as a result of the public health emergency necessitate adopting the standards applicable to residential customers, although those standards are different from what would otherwise be applicable to nonresidential customers under these code provisions. The Commission finds this means the utility can request, but cannot delay reconnection or turning on new service, if the customer has not provided application, identification, and residency information, until such a time the Commission issues an Order reauthorizing disconnection and refusal of service for these reasons.

Deferred Payment Agreements

The Commission finds that the provisions of Wis. Admin. Code chs. 113, 134, and 185 pertaining to procedures for deferred payment agreements apply, except the availability of agreements shall not be limited to certain customers. Therefore, to comply with the foregoing provisions, a public utility may apply these provisions but must make such agreements available to any of its customers unable to pay a bill in full.

Although the Commission does not have authority⁸ to require a municipal utility to offer a deferred payment agreement to a customer who is a tenant at a rental dwelling unit, the

⁸ Wisconsin Stat. § 66.0809(9) provides “A municipal utility is not required to offer a customer who is a tenant at a rental dwelling unit a deferred payment agreement. Notwithstanding. ss. 196.03, 196.19, 196.20, 196.22,

Commission, through this Order, alters the tariffs of municipal utilities to provide that, notwithstanding any provision of the tariff to the contrary, the municipality may choose to offer a deferred payment agreement to a customer who is a tenant at a rental dwelling unit.

Waiver of Credit Card Fees

To encourage online payment, the Commission finds it reasonable to allow utilities to waive credit card convenience fees beginning with the effective date of this Order and until the Commission issues a subsequent Order lifting this general permission. Utilities shall contact the Commission to request to opt-in to waiving fees, and will be provided a temporary tariff provision indicating the waiver to be in effect during this period.

ORDER

1. The Commission has authority to issue this Order pursuant to Wis. Stat. §§ 196.02(1), 196.70, and Wis. Admin. Code §§ PSC 113.01(2), 134.01(2), and 185.11(4).
2. No public utility may disconnect or refuse service to any customer in any class for any reason other than those specified in Wis. Admin. Code §§ 113.0301(4) and (5), 113.0302(4) and (5), 134.006(3) and (4), 134.0622 (3) and (4), 185.37 (3).
3. Every public utility may request that an applicant for new service provide documentation to prove identity and residency, but no public utility may refuse service to any customer in any class for failure to provide such documentation.
4. Every public utility shall offer to any customer, regardless of customer class, a deferred payment agreement.

196.37, and 196.60, a determination by a municipal utility to offer or not offer a deferred payment agreement does not require approval, and is not subject to disapproval, by the public service commission.”

Docket 5-UI-120

5. No public utility may assess upon any customer, regardless of customer class, any fee or charge for late payment for an arrearage incurred during the period beginning with the effective date of this order and extending to the last day of the public health emergency.
6. No public utility may require a cash deposit or other guarantee as a condition of new service.
7. Public utilities need not file tariff amendments to conform to this Order. A copy of this Order shall be made available to the public pursuant to Wis. Stat. § 196.19, Wis. Admin. Code §§ PSC 113.406(1)(a), 134.05, 185.33(1)(f).
8. Public utilities shall work with Commission staff to determine the appropriate method and frequency with which the utilities are to notify the Commission of: landlord requested termination of municipal electric service pursuant to Wis. Stat. § 66.0809(5)(bm) and requests to waive credit card convenience fees
9. A public utility seeking to request a modification of these requirements shall make such request by submitting a petition to the Commission in this docket.
10. The Commission delegates to the division administrators of the Division of Energy Regulation and Analysis, the Division of Water Utility Regulation and Analysis, and the Division of Digital Access, Consumer and Environmental Affairs the authority to approve a utility request to disconnect a customer for a reason other than as provided in Order Point 2.
11. The Commission delegates to the division administrators of the Division of Energy Regulation and Analysis, the Division of Water Utility Regulation and Analysis, and

Docket 5-UI-120

the Division of Digital Access, Consumer and Environmental Affairs the authority to provide further clarifications to this Order as may be required.

12. This Order is effective one day after the date of service.

13. Jurisdiction is retained.

Dated at Madison, Wisconsin, the 24th day of March, 2020.

By the Commission:

A handwritten signature in black ink that reads "Steffany Powell Coker". The signature is written in a cursive, flowing style.

Steffany Powell Coker
Secretary to the Commission

SP: DL:01727334

See attached Notice of Rights

PUBLIC SERVICE COMMISSION OF WISCONSIN
4822 Madison Yards Way
P.O. Box 7854
Madison, Wisconsin 53707-7854

**NOTICE OF RIGHTS FOR REHEARING OR JUDICIAL REVIEW, THE
TIMES ALLOWED FOR EACH, AND THE IDENTIFICATION OF THE
PARTY TO BE NAMED AS RESPONDENT**

The following notice is served on you as part of the Commission's written decision. This general notice is for the purpose of ensuring compliance with Wis. Stat. § 227.48(2), and does not constitute a conclusion or admission that any particular party or person is necessarily aggrieved or that any particular decision or order is final or judicially reviewable.

PETITION FOR REHEARING

If this decision is an order following a contested case proceeding as defined in Wis. Stat. § 227.01(3), a person aggrieved by the decision has a right to petition the Commission for rehearing within 20 days of the date of service of this decision, as provided in Wis. Stat. § 227.49. The date of service is shown on the first page. If there is no date on the first page, the date of service is shown immediately above the signature line. The petition for rehearing must be filed with the Public Service Commission of Wisconsin and served on the parties. An appeal of this decision may also be taken directly to circuit court through the filing of a petition for judicial review. It is not necessary to first petition for rehearing.

PETITION FOR JUDICIAL REVIEW

A person aggrieved by this decision has a right to petition for judicial review as provided in Wis. Stat. § 227.53. In a contested case, the petition must be filed in circuit court and served upon the Public Service Commission of Wisconsin within 30 days of the date of service of this decision if there has been no petition for rehearing. If a timely petition for rehearing has been filed, the petition for judicial review must be filed within 30 days of the date of service of the order finally disposing of the petition for rehearing, or within 30 days after the final disposition of the petition for rehearing by operation of law pursuant to Wis. Stat. § 227.49(5), whichever is sooner. If an *untimely* petition for rehearing is filed, the 30-day period to petition for judicial review commences the date the Commission serves its original decision.⁹ The Public Service Commission of Wisconsin must be named as respondent in the petition for judicial review.

If this decision is an order denying rehearing, a person aggrieved who wishes to appeal must seek judicial review rather than rehearing. A second petition for rehearing is not permitted.

Revised: March 27, 2013

⁹ See *Currier v. Wisconsin Dep't of Revenue*, 2006 WI App 12, 288 Wis. 2d 693, 709 N.W.2d 520.



Public Service Commission of Wisconsin

Rebecca Cameron Valeq, Chairperson
Ellen Nowak, Commissioner
Tyler Huebner, Commissioner

4822 Madison Yards Way
P.O. Box 7854
Madison, WI 53707-7854

Public Service Commission of Wisconsin
RECEIVED: 04/23/2020 11:05:00 AM

April 23, 2020

Ms. Aimee Irwin, Assistant to the Public Works Director
McFarland Water and Sewer Utility
5115 Terminal Drive
McFarland, WI 53558

Re: Application of Village of McFarland, as a Water Public Utility, for Temporary Service Rules Waiving Credit Card Fees in Response to COVID-19 3490-TW-100

Dear Ms. Irwin:

On April 22, 2020, the Public Service Commission of Wisconsin (Commission) received the McFarland Water and Sewer Utility's (applicant) revised application for Temporary Service Rules Waiving Credit Card Fees in Response to COVID-19 and assigned it docket number 3490-TW-100.

In the Order for docket 5-UI-120 ([PSC REF#: 386373](#)), the Commission found it reasonable to allow utilities to waive credit card convenience fees for business and personal credit cards in order to encourage online payment for customers due to the declared public health emergency for COVID-19. Further, in the Order for docket 5-AF-105 ([PSC REF#: 386353](#)), the Commission authorized utilities to defer expenditures incurred as a result of compliance with Emergency Order #11, orders by the Commission in docket 5-UI-120, and as otherwise required to ensure the provision of safe, reliable, and affordable access to utility services during the declared public health emergency for COVID-19. In the same Order, the Commission also required that utilities track costs that are subject to this deferral.

The applicant's request to waive credit card convenience fees is approved. The new tariff sheet has been filed at the Commission under Amendment 28. The tariff is effective as of March 24, 2020. Please update your current tariff books by inserting a printed copy of the new tariff sheet into the current tariff books.

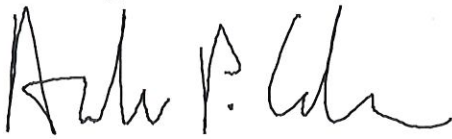
The applicant shall immediately make this tariff change available to the public at locations where customer payments are accepted, on the applicant's website, or in a form and place that is otherwise readily accessible to the public, pursuant to Wis. Stat. § 196.19. The new tariff will remain in effect for the duration of the public health emergency, and until further order of the Commission.

Ms. Aimee Irwin
Docket 3490-TW-100
Page 2

Per the Order in docket 5-AF-105, the applicant is required to track the incremental costs which may be subject to deferral as a result of this request. The deferral request will be reviewed in the applicant's next rate case.

If you have any questions, please contact Alex Hanna at (608) 267-2336 or Alex.Hanna@wisconsin.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew P. Galvin". The signature is fluid and cursive, with the first name "Andrew" being the most prominent part.

Andrew P. Galvin
Bureau Director
Division of Water Utility Regulation and Analysis

APG:ajh:ggl DL: 01732230

RATE FILE

Sheet No. 1 of 1

Schedule No. X-6

Amendment No. 28

Public Service Commission of Wisconsin

McFarland Water and Sewer Utility

Waiver of Credit Card Convenience Fees – COVID-19

EFFECTIVE: March 24, 2020

PSCW AUTHORIZATION: Docket 5-UI-120

Credit Card Payment Charges

Customers may elect to pay their bill(s) via personal or business credit card without paying convenience fees.

This service rule will remain in effect until the Commission issues a subsequent Order lifting this general permission.

EFFECTIVE: March 24, 2020
PSCW AUTHORIZATION: 3490-TW-100



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, March 12, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion on Public Service Commission letter of instructions to municipal utilities regarding credit card fees.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Public Service Commission has issued an update on Municipal Utilities ability to include credit card processing fees as part of their operating budget. Currently, the Village passes the cost of the transaction directly onto the customer. Those costs range from \$1.00 to 2.75% of the total cost depending on the transaction type.

FINANCIAL/BUDGET IMPACT:

The 2018 service fee costs to McFarland Utility Customers was \$4,206.00. Customers of the Utility paid this expense in order to have their payments processed online.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

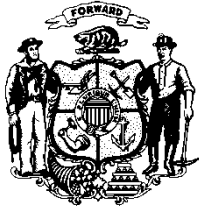
N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion. In theory, shifting the fee to the "business" makes the payment process more efficient for the "customer" and in doing so reduces the number of physical deposits the Village has to make. It is unknown to what level the expense would increase should this fee be absorbed by the Utility but it should be expected to increase if we did go this route.

ATTACHMENTS:

1. Direction to Municipal Utilities Regarding Credit Card Fees v10_0



Public Service Commission of Wisconsin

Ellen Nowak, Chairperson
Mike Huebsch, Commissioner
Rebecca Cameron Valcq, Commissioner

4822 Madison Yards Way
P.O. Box 7854
Madison, WI 53707-7854

January 25, 2019

Re: Direction to Municipal utilities regarding credit cards fees.

Dear: All Municipal Utilities

The Public Service Commission of Wisconsin (Commission) recently authorized Superior, Water, Light and Power (SWL&P) and Wisconsin Power and Light (WP&L) to recover the costs of credit card processing fees in the operations and maintenance (O&M) budget, rather than directly assess the credit card fees to customers. The related dockets are docket 5820-UR-115 ([PSC REF#: 357509](#)), docket 6680-TE-103, and docket 6680-TG-108 ([PSC REF#: 355685](#)).

When customers choose to pay their utility bills via credit card, they are required to pay a transaction fee associated with processing the credit card payment. Historically, the Commission has disallowed credit card processing fees to be included in the O&M budget for all investor-owned and municipal utilities and the costs have instead been borne by the customers requesting to pay their bills via credit card. In the dockets above, SWL&P and WP&L proposed including these costs in the O&M budget so that customers could pay their bills via credit card without incurring a separate credit card processing charge.

Due to the increased acceptance and use of paying bills via electronic funds, the Commission granted the utilities' requests to approve the recovery of credit card fees in the O&M budget. ([PSC REF#: 355880](#), [PSC REF#: 355685](#), [PSC REF#: 355706](#)) As other utilities have expressed interest in adopting tariffs similar to SWL&P and WP&L, the Commission, through its delegation authority, also determined that if additional utilities propose tariff changes that are substantially similar to the changes requested by SWL&P and WP&L, these subsequent requests can be approved for electric and natural gas rates by the Administrator of the Division of Energy Regulation, and in base water rates to the Administrator of the Division of Water, Telecommunications and Consumer Affairs.

At the current time, utilities have two options should they wish to accept credit card payments for utility service without charging a credit card processing fee to the customer:

1. Rate Case. If a utility would like to recover the costs of credit card processing fees in its O&M budget, the utility could request this in its next rate proceeding.

Page 2

2. No rate recovery. If a utility would like to stop direct assessing customers credit card processing fees immediately and no tariff change is required, the utility may do so, but no recovery of these costs would be allowed in its O&M budget until the utility's next rate proceeding. In this instance, the utility would use its surplus to cover credit card processing costs.

Additional instructions will be provided to utilities in the future on how to request recovery of credit card fees outside of a rate proceeding.

Sincerely,

Martin R. Day
Division Administrator
Division of Energy Regulation

Andrew P. Galvin
Acting Division Administrator
Division of Water, Telecommunications and
Consumer Affairs

MD:CNS:DL:01670016

VILLAGE OF MCFARLAND
Public Utilities Committee Minutes

Tuesday, March 12, 2019 - 7:00 PM

1. CALL TO ORDER, ROLL CALL.

Mary Pat Lytle called the regular meeting of the Public Utilities Committee to order at 7:25 PM in the Community Room of the McFarland Municipal Center.

2. PUBLIC APPEARANCES.

Members present: Stephanie Brassington, Chris Fredrick, Eric Kryzenske, Mary Pat Lytle, and Craig Weiss.

Members not present: Randy Hansen.

Staff Present: Village Administrator Matt Schuenke.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the November 20, 2018 meeting.

A motion was made by Lytle, seconded by Weiss, and unanimously carried by the Public Utilities Committee to approve the minutes of the meeting held on November 20, 2018 with the changes noted. Kryzenske abstained.

b. Motion to approve the minutes of the January 15, 2019 meeting.

A motion was made by Lytle, seconded by Frederick, and unanimously carried by the Public Utilities Committee to approve the minutes of the meeting held on January 15, 2019 with the changes noted. Weiss abstained.

4. BUSINESS.

a. Discussion on Public Service Commission letter of instructions to municipal utilities regarding credit card fees.

The Committee reviewed a letter from the Public Service Commission (PSC) regarding the inclusion of credit card fees as part of local municipal rates. The PSC opined that utilities can absorb the fees applied by credit card companies to be paid for by the utility through rates. The fees would be absorbed likely through a rate case if it was determined necessary. The Committee did not desire to make this change and directed that the issue be reserved for when the Utility required a rate case.

b. Discussion and action on setting a POLCO question on whether the Utility should absorb the convenience fee charged by the Payment Service Network.

The Committee discussed this issue and again felt the current process where the customer paid the fee was adequate. Direction was provided to hold off on asking the question for now.

- c. Discussion and action to make a recommendation to the Village Board regarding a Sanitary Sewer Backup Manual.

Following discussion, a motion was made by Frederick, seconded by Brassington, and unanimously carried by the Public Utilities Committee to recommend approval to the Village Board of the Sanitary Sewer Backup Manual with the final changes as noted.

- d. Discussion and action to make a recommendation to the Village Board regarding the creation of a No Fault Sanitary Sewer Backup Reimbursement Policy.

Lytle explained the background regarding the policy when it was last recommended to the Village Board. Following discussion, a motion was made by Lytle, seconded by Kryzenske, for the Public Utilities Committee to recommended approval to the Village Board regarding the creation of a No Fault Sanitary Sewer Backup Reimbursement Policy. Motion failed 1 - 4 - 0.

- e. Directors Report

The Village Administrator reviewed the Public Works report on behalf of the Director.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, April 16, 2019 at 6:00 pm.

6. ADJOURNMENT.

A motion was made by Frederick, seconded by Weiss, and unanimously carried by the Public Utilities Committee to adjourn the meeting at 8:22 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Matthew G. Schuenke
Village Administrator

Aimee Irwin

From: Hanna, Alex - PSC <Alex.Hanna@wisconsin.gov>
Sent: Thursday, June 25, 2020 7:37 AM
To: Aimee Irwin
Subject: RE: PSC Docket 3490-TW-100 Letter

Hi Aimee,

Per the Commission's discussion at the June 11, 2020 open meeting ([PSC Ref# 392265](#)), a utility that added a Commission-approved Schedule X-6 to its tariffs may continue to waive credit card processing fees until December 31, 2020. After December 31, 2020, Schedule X-6 will no longer be part of the utility's tariffs. The utility may request deferral and rate recovery for costs incurred in providing this additional service for the period March 24 to December 31, 2020. In order to request deferral of these costs, a utility needs to report its expenses per the Order in docket 5-AF-105. ([PSC Ref# 386353](#) and [PSC Ref# 389500](#).)

At the current time, there are two options for a utility to continue to waive credit card processing fees after December 31, 2020:

1. No rate recovery. The utility may continue to waive credit card processing fees without a tariff, but no recovery of these costs would be allowed in its O&M budget until the utility's next rate proceeding. In this scenario, the utility would use its surplus to cover credit card processing costs.
2. If a utility would like to recover the costs of credit card processing fees in its O&M budget, the utility could request this in its next rate proceeding (Conventional Rate Case).

Mcfarland Water and Sewer Utility (3490)

Amendment Listing

Amendment #	Rate Effective Date	Docket	Full Rate Case	Description
28.0	03/24/20	3490-TW-100	☐	Credit Card Fee Waiver Letter (COVID-19)
27.0	11/13/19	3490-WQ-101	☐	SRC - Simplified Rate Case
26.0	10/10/10	3490-WQ-100	☐	SRC - Simplified Rate Case
25.0	01/01/01	3490-WR-105	☒	Increase water rates
24.0	07/12/99	3490-WR-104	☒	Increase water rates
23.0	05/12/97	3490-WR-103	☒	Increase water rates
22.0	07/31/95	3490-WR-102	☒	Increase water rates
21.0	01/18/94	3490-SR-101	☐	Increase sewer rates

Thank you,

Alex Hanna

From: Hanna, Alex - PSC
Sent: Tuesday, June 23, 2020 9:56 AM
To: 'Aimee Irwin' <aimee.irwin@mcfarland.wi.us>
Subject: RE: PSC Docket 3490-TW-100 Letter

Hi Aimee,

Great question. I have forwarded it off to other staff since this is a new process and I am unsure what the answer is. Someone else or myself will get back to you with an answer.

Thank you,

Alex



Alex Hanna

Public Utility Rate Analyst

Division of Water Utility Regulation and Analysis

Public Service Commission of Wisconsin

Alex.Hanna@wisconsin.gov | 608.267.2336

psc.wi.gov

From: Aimee Irwin <aimee.irwin@mcfarland.wi.us>
Sent: Tuesday, June 23, 2020 7:11 AM
To: Hanna, Alex - PSC <Alex.Hanna@wisconsin.gov>
Subject: RE: PSC Docket 3490-TW-100 Letter

Alex,

I was wondering if you could clarify a question we have regarding credit card fees. We had submitted to you and had approved the waiving of credit cards fees. The Village is waiving the fee for those making online payments and the Village is paying those fees in lieu of the residents paying those fees. Is it possible to continue with this methodology if the Village would be able to continue to absorb these fees? If so, is there additional language that may need to be included in our rate file? If not, is there verbiage stating that we are required to charge residents online fees?

Thank you for your time and assistance on this matter,

Aimee Irwin
Assistant to the Public Works Director
Village of McFarland
5115 Terminal Drive
McFarland, WI 53558
608.838.7287



From: Hanna, Alex - PSC <Alex.Hanna@wisconsin.gov>
Sent: Thursday, April 23, 2020 11:19 AM
To: Aimee Irwin <aimee.irwin@mcfarland.wi.us>
Subject: PSC Docket 3490-TW-100 Letter

Hi Aimee,

Please see the following link for PSC's letter in response to your TW docket application.

Letter: [Credit Card Fee Waiver Letter \(COVID-19\)](#)

Schedule X-6 has been added to your online [water tariff](#) as well.

Thank you!

Alex



Alex Hanna

Public Utility Rate Analyst

Division of Water Utility Regulation and Analysis

Public Service Commission of Wisconsin

Alex.Hanna@wisconsin.gov | 608.267.2336

psc.wi.gov

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

Payment Service Network (PSN) Data--A_I

	2019	2020	% Increase
Number of Transactions	1,954	2,415	24%
Fees Paid	\$ 1,946.27	\$ 2,949.36	52%
Credit Card Payment	437	603	38%
Check Account Payment	1,403	1,745	24%

April to June	
Annualized 2019	Annualized 2020
7,816	9,660
\$ 7,785.08	\$ 11,797.44
1,748	2,412
5,612	6,980



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, July 21, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding Sanitary Sewer Cleaning and Televising Services.

PREVIOUS ACTION:

This item was discussed and approved at the 5/19/20 Public utilities meeting and the 5/26/20 Village Board meeting

ISSUE SUMMARY:

As part of the yearly sanitary sewer maintenance program, the utility contracts out the sewer cleaning and televising services. It has been past practice to clean and televise approximately one-third of the village per year. The estimated cost for cleaning and televising is in the range of \$0.50 per foot, for each service. It is our intent to get this price down as we have about 68,000 feet or 13 miles of pipe to clean.

Proposals were sent out to five separate companies and with that we received four submittals. Prices ranged from \$1.05 to \$2.00 per foot for cleaning and televising services. These prices are for a period of 3 continuous years if work is completed satisfactory each year.

FINANCIAL/BUDGET IMPACT:

Costs will be paid out of the sanitary service within the Utilities Fund (600).

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends going with the proposal from Green Bay Pipe & TV, LLC.



ATTACHMENTS:

1. Sewer and Televising Comparisons for 2020
2. Sanitary Sewer Line Cleaning and Televising RFP 05212020 mgs (2)

Sewer Cleaning and Televising Proposals for 2020

6/29/20jr

Company	City	Cleaning per foot	Televising per foot	Clean & Televis per foot	Notes	Anticipated Yearly Cost
Roto-Rooter	McFarland, WI	\$ 0.65	\$ 0.50		Roots - per pass \$0.65	\$ 78,200*
Green Bay Pipe & TV	Green Bay, WI	\$ 0.60	\$ 0.65	\$ 1.05		\$ 71,400
McCanns	Oregon, WI	\$ 1.00	\$ 1.00	\$ 2.00		\$ 136,000
The Expeditors Inc.	Dousman, WI	\$ 0.67	\$ 0.48	\$ 1.15	Any easement cleaning and televising @ \$4.50 per lineal foot	\$ 78,200*

Apparent low bidder is Green Bay Pipe & TV

* Without additional work as listed



Request For Proposals

Sanitary Sewer Line Cleaning and Televising

RFP Issuance Date: May 29, 2020

RFP Due Date: June 26, 2020 10:00 a.m.

Please Submit to:

Village of McFarland
Attn: Jim Hessling
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558
**SANITARY SEWER LINE CLEANING AND TELEVISIONING
SERVICES FOR VILLAGE OF MCFARLAND**

SCOPE OF SERVICES

This Scope of Services will become an integral part of the contract between the Village of McFarland and the Contractor. The Contractor hereby agrees to provide services and/or materials to the Village pursuant to the provisions set forth below.

1. **PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified Contractor(s) to provide personnel and equipment necessary for cleaning sanitary sewer lines and closed-circuit television inspection (CCTV) services under the direction of the Village of McFarland Public Works Director.
2. **BACKGROUND:** The Village desires a private contractor to perform these services to maintain a clean collection system, as well as to properly assess the condition of the collection system pipeline.
3. **VILLAGE OF MCFARLAND DESIGNATED REPRESENTATIVE:**
Jim Hessling
Public Works Director
5115 Terminal Drive
McFarland, WI 53558
608-838-7287
jim.hessling@mcfarland.wi.us
4. **WORK REQUIREMENTS:**
 - A. **CLEANING** – The Contractor will be given a list of line sections to be cleaned. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will clean at least one-third (1/3) of the Village collection system each year. It is estimated that the footage to be cleaned is approximately 68,000 feet. This includes sewer mains located in the street and easements. As a condition of the work, the Contractor will be required to use water to clean the footages specified. Bulk water purchases are the responsibility of the contractor.
 - B. **TELEVISIONING** - The Contractor will be given a list of line sections to be televised. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will televise at least one-third (1/3) of the Village collection system each year. It is estimated that the footage to be cleaned is approximately 68,000 feet. This includes sewer mains located in the street and easements. Should deficiencies in the pipeline or in the area of a manhole structure be noted during operations; additional photographic evidence will be required of the deficiencies to alert the Village of possible repair needs. The Contractor shall provide an electronic copy of the television inspection report upon completion of the work.

C. GENERAL REQUIREMENTS

- i. A copy of the collection system map will be given to the contractor at the onset of the contract, to assist in this endeavor.
- ii. During the course of the contract, additional infrastructure may be incorporated into the collection system from new development, or other such causes. The village has a right to require the contractor to perform additional cleaning and inspection work at the price per foot quoted by the contractor.
- iii. It is understood that this will take multiple weeks, or months, to clean the specified section of the system. Once operations commence, updates will be required by the Village as part of their notification process to residents and businesses. It is also understood that more frequent updates should be given, if the Village or the Contractor feels there is need. Final cleanings shall be completed by December 1st of the contract year, to give Village staff adequate time to review the deliverable and decide if the contract will be renewed.

5. **SCHEDULES/TIMELINES:** The initial term of the contract is from August 1, 2020 through December 31, 2020; with the option to renew by the Village for three (3) successive one (1) year periods, under the same terms and conditions. Any renewal shall be based on satisfactory performance by the Contractor during the previous year.

QUALIFICATIONS AND SUBMISSION REQUIREMENTS

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Including but not limited to the following:

- Company history and background.
- Qualifications of the Contractor.
- Relevant past project experience of the Contractor.
- Availability of resources and reliance on subcontractors.
- No fewer than three municipal references.

All reports are required to be submitted in an electronic format. The following information will be required on the report.

- Manhole number to and from
- Any manhole issues
- Pipe size
- Date and time cleaned
- Any noted problems in this section of pipe

TERMS AND CONDITIONS

Each proposal will be reviewed to determine if it meets the requirements contained within this RFP. Failure to meet the requirements for the RFP may be cause for rejection. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in the Village's best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Architect from compliance with the contract requirements if the Architect is awarded a contract.

The Village will require the use of its standard contract template. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the proposal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the Contractor of the terms and conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Contractor.

All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Contractor in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted. Furthermore, the Village reserves the right to award to multiple Contractors or to a single Contractor deemed to be fully qualified and best suited among those submitting proposals.

COST PROPOSAL FORM

The Village of McFarland invites your proposal to provide Sanitary Sewer Line Cleaning and Televising Services for the Village of McFarland Sewer System to be received until 10:00 a.m. on June 26, 2020 at the Village of McFarland Municipal Center, 5915 Milwaukee St, McFarland WI 53558.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Village of McFarland.

This shall include labor, materials, supervision, equipment, appliances, and materials to perform all operations required to do annual Sanitary Sewer Line Cleaning and/or Televising, as specified.

<u>Description</u>	<u>Total Price</u>
Cleaning and Televising cost per foot	\$

<u>Description</u>	<u>Total Price</u>
Cleaning cost per foot	\$

<u>Description</u>	<u>Total Price</u>
Televising cost per foot	\$

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Authorized Signature _____

Printed Name _____

Title _____

Firm Name _____

Date _____



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, July 21, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Presentation of the Public Works Monthly Report from the Director

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. June 2020 Public Works Directors report with Impact Report

PUBLIC WORKS COMMITTEE

July 14, 2020

PUBLIC UTILITIES COMMITTEE

July 21, 2020

Public Works Directors Report

for

June 2020

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

PW Complex

Construction activities at the public works building have started.

Watermain break on Burma

The department experienced a watermain leak at the intersection of Burma Road and South Court.

Mowing of Ditches and other Open Areas

The department is in the process of mowing ditches and open areas within the village.

Working on COVID-19 modifications

Public works has been working on several COVID related modifications in various buildings.

Well #4

Work at well #4 has been completed and the well back on line and operational.

Staffing

Staff continues to work in platoons but now have staggered start and stop times. Individuals do not work together unless necessary. We have one summer help person that put in their notice of leaving. This will create a vacancy in the department, which we anticipate filling.

Hydrant Flushing

Flushing of all hydrants is now complete.

Meetings/Training/Seminars

All meetings were held by electronic means this month.

- Larson participated in a several WPRA webinars pertaining to COVID and various park procedures.
- Igl & Hessling participated in:
 - Accessibility in the Public Right of Way
 - APWA monthly board meeting.
- Hessling participated in a cross connection basics class sponsored by WRWA.

2020 WATER SYSTEM IMPACT FEES

Collected in Month	2020 Fees	2019 Fees	2020 Impact Fee Distribution		
			Tower	Main	Well
January	1,950.00	2,600.00	1,099.44	312.00	538.56
February	4,550.00	6,500.00	2,565.36	728.00	1,256.64
March	4,550.00	1,950.00	2,565.36	728.00	1,256.64
1st Quarter Total	11,050.00	11,050.00	6,230.16	1,768.00	3,051.84
April	10,402.00	10,400.00	5,864.76	1,664.32	2,872.92
May	1,950.00	1,950.00	1,099.44	312.00	538.56
June	3,250.00	9,100.00	1,832.40	520.00	897.60
2nd Quarter Total	15,602.00	21,450.00	8,796.60	2,496.32	4,309.08
July	-	1,950.00	-	-	-
August	-	650.00	-	-	-
September	-	1,300.00	-	-	-
3rd Quarter Total	-	3,900.00	-	-	-
October	-	7,151.00	-	-	-
November	-	6,500.00	-	-	-
December	-	7,150.00	-	-	-
4th Quarter Total	-	20,801.00	-	-	-

HISTORICAL WATER IMPACT FEE TOTALS

2020 Total	26,652.00		15,026.76	4,264.32	7,360.92
2019 Total	57,201.00		32,250.79	9,152.16	15,798.05
2018 Total	71,501.00		40,313.34	11,440.16	19,747.50
2017 Total	60,801.20		34,281.17	9,728.00	16,792.03
2016 Total	38,026.00		23,708.24	5,252.00	9,065.76
2015 Total	5,851.00		3,298.92	936.00	1,616.08
2014 Total	7,150.00		4,031.28	1,144.00	1,974.72
2013 Total	21,125.00		11,910.59	3,380.00	5,834.41
2012 Total	13,650.00		7,696.08	2,184.00	3,769.92
2011 Total	12,350.00		6,963.12	1,976.00	3,410.88
2010 Total	5,200.00		2,931.84	832.00	1,436.16
2009 Total	7,150.00		4,031.26	1,144.00	1,974.74
2008 Total	10,400.00		5,863.62	1,664.00	2,872.38
2007 Total	34,451.00		19,423.88	5,512.16	9,514.96
2006 Total	28,927.00		16,309.33	4,628.32	7,989.35
2005 Total	52,326.00		29,501.92	8,372.16	14,451.92
2004 Total	77,679.00		43,796.20	12,428.64	21,454.16
2003 Total	59,802.00		33,716.97	9,568.32	16,516.71
2002 Total	69,625.00		39,255.27	11,140.00	19,229.73
2001 Total	55,271.50		31,162.62	8,843.44	15,265.44
2000 Total	56,701.00		31,968.59	9,072.16	15,660.25
1999 Total	55,388.00		31,228.31	8,862.08	15,297.61
1998 Total	14,581.73		8,221.33	2,333.08	4,027.32
Grand Total	\$ 815,157.43	\$ -	\$ 461,864.67	\$ 129,592.68	\$ 223,700.08

\$650=	\$366.48	\$104.00	\$179.52
\$1300	\$732.96	\$208.00	\$359.04

Tower= .56381, Main=.16, Well=.27619



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, July 21, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion regarding exploration of a 20 year comprehensive utility plan.

PREVIOUS ACTION:

ISSUE SUMMARY:

Committee chair Kryzenske requested the exploration of a 20 year comprehensive utility plan.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Comprehensive Utility Plan email 7.15.2020

Aimee Irwin

From: Eric Kryzenske
Sent: Wednesday, July 15, 2020 1:21 PM
To: Matt Schuenke; Aimee Irwin
Subject: Re: Public Utilities DRAFT Agenda for 7/21/20

Let's just discuss it at this meeting to give Toen and Country time to prepare.

From: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Sent: Tuesday, July 14, 2020 3:19 PM
To: Aimee Irwin <aimee.irwin@mcfarland.wi.us>; Eric Kryzenske <Eric.Kryzenske@mcfarland.wi.us>
Cc: Cassandra Suettinger <Cassandra.Suettinger@mcfarland.wi.us>; Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: RE: Public Utilities DRAFT Agenda for 7/21/20

My two cents, I would suggest as discussion for July to help allow the Committee to provide direction on the issue. Then as a group Brian can hear from all involved to prepare what is intended. Then later if desired, could be brought back for action after he's had a chance to work on it.

From: Eric Kryzenske <Eric.Kryzenske@mcfarland.wi.us>
Sent: Tuesday, July 14, 2020 10:21 AM
To: Aimee Irwin <aimee.irwin@mcfarland.wi.us>
Subject: Re: Public Utilities DRAFT Agenda for 7/21/20

Aimee, I am okay with the agenda items that have been included, but I would like to add one more. I would like discussion and possible action on a comprehensive utilities plan. I would like to have Town & Country look comprehensively at the next 20 years determining what the Village may be need to do in terms of replacing water, sanitary sewer, and stormwater infrastructure. This would include estimating when roads will need replacing (using PASER ratings) to take advantage of those opportunities, making plans to add sanitary sewer and storm sewer where it currently doesn't exist, and making plans for well and lift station upgrades/maintenance. I realize that an east side study was created just two years ago, but this would include the entire Village and not just the East Side Growth Area. Thank you.

