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 when

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

b. <u>Discussion and action to make a recommendation to the Village Board regarding the State Municipal Agreement (SMA) for the Exchange Street project.</u>
    - 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. <u>Discussion and action to make a recommendation to the Village Board regarding the purchase of a dialing system for our SCADA equipment</u>
    - 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. <u>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.</u>
    - 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. <u>Update regarding maintenance on Well #4.</u>
   - 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. <u>Discussion regarding MMSD Pass Through Policy on Sanitary Sewer Rates.</u>
   - 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. <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 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