

VILLAGE OF MCFARLAND

Public Utilities Committee Minutes

Tuesday July 21, 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: Jim Hessling (Director of Public Works), Aimee Irwin (Assistant to the Director), 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 from the Public Utilities Committee held on June 16, 2020.

- Pauline Boness suggested one edit on page 1 of 3, section 4a.
- Motion by Chris Fredrick to approve the minutes with the suggested edit. Seconded by Carolyn Clow. Motion passed 6-0-0

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.

- Aimee Irwin stated that Emergency Order #11 authorized public utilities to waive late fees beginning in March. On June 11 the PSC voted to lift the process of waiving late fees but utilities could opt in to continuing to waive until December 31, 2020. Staff would like the committee's recommendation of how to proceed with the penalty process.
- Committee members discussed the two available options.
- Motion by Marc Nielsen to recommend to the Village Board the extension of waiving late fees until December 31, 2020. Seconded by Eric Kryzenske. Motion failed 3-3-0.
- Motion by Chris Fredrick recommending to the Village Board to reinstate the penalty process. Seconded by Mary Pat Lytle. This motion was withdrawn by Chris Fredrick. Withdrawn motion seconded by Mary Pat Lytle.
- The committee did not make a motion to the Village Board. The committee stated that by the PSC guidance the waiving of late fees

has ended and therefore no recommendation is required to the Village Board.

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

- Aimee Irwin provided background regarding the absorption of online payment fees. She stated the due to the public health emergency, the PSC found it reasonable to allow utilities to waive credit card fees to encourage online payment. The utility was approved of this tariff as of March 24, 2020. This tariff remains in effect for the duration of the public health emergency or until further order of the PSC. Aimee Irwin provided history regarding the committee reviewing the possibility of including online payment fees in the utility's conventional rate case.
- Committee members discussed the option of including this in the upcoming conventional rate case. Chris Fredrick clarified how the posting of payments process currently occurs and if time or efficiency would be gained with increasing online payments. Aimee Irwin responded with the current posting of checks or cash payments and stated that efficiency would be gained with more online payments. Marc Nielsen asked what would this process entail and how are other utilities impacted by adding this to their rate file. Aimee Irwin stated she was unsure of the answer to these questions but could gather information.
- Motion by Chris Fredrick recommending including online payment fees in the upcoming conventional rate case to be effective with the finalized rate case. Seconded by Mary Pat Lytle. Motion passed 6-0-0

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

- Jim Hessling stated that five companies were sent the RFP for Sanitary Sewer Cleaning and Televising Services. As recommended by the committee, companies could bid both cleaning and televising if they chose to. Based on the RFPs received, Green Pay Pipe & TV bid at the lowest combine cost for both services.
- Committee members discussed the bids and data provided.
- Motion by Mary Pat Lytle recommending to the Village Board the award of Green Bay Pipe & TV for sanitary sewer cleaning and televising services at the estimated cost of \$71,400. Seconded by Chris Fredrick. Motion passed 6-0-0

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

- Jim Hessling provided an update on public works activities in the Village for the month of June 2020

- e. Discussion regarding exploration of a 20 year comprehensive utility plan.
- This item was discussed out of order ahead of business item 4d.
 - Eric Kryzenske provided background regarding the exploration of a 20 year comprehensive utility plan. This plan would look at the entire system including wells, lifts, sanitary sewer, stormwater or all infrastructure of the utility. The plan could synergize with road construction, also include a timeline for possible rate cases and the possible inclusion of MMSD pass through charges on utility bills.
 - Committee member discussed the possible plan. Chris Fredrick stated that some of this plan could be reviewed by an asset management software. Carolyn Clow asked how planning current occurs for street and utility work. Tim Stieve stated that planning is completed in conjunction with village staff and their recommendations. Marc Nielsen stated that rate cases are highly dependent on year by year financials. Carolyn Clow stated that the capital improvement plan could incorporate these ideas as well specific for the utility.

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday August 18, 2020 at 6:00 p.m.

6. ADJOURNMENT

- a. Motion to adjourn by Pauline Boness at 7:15 p.m. Seconded by Chris Fredrick. Motion passed 6-0-0.

Respectfully submitted by Aimee Irwin