

Public Utilities Committee

Tuesday, October 19, 2021

6:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/88133729698>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 881 3372 9698

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to aimée.irwin@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes from the Public Utilities meeting held on September 21, 2021.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding the 2022 Budget for the Utilities Fund (600).
 - b. Discussion and action to make a recommendation to the Village Board regarding the 2022 Budget for the Stormwater Utility Fund (605).
 - c. Discussion regarding funding allocation to the utilities funds associated with street project.
 - d. Discussion regarding the board, commission, and committee restructuring project.
 - e. Presentation of the Public Works Director's monthly report

5. SCHEDULE NEXT MEETING DATE.

- a. Joint meeting with Public Works on Tuesday, November 9, 2021 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, September 21, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Ed Wreh called the regular meeting of the Public Utilities Committee to order at 6:03 PM in the Community Room. This meeting was held via Zoom webinar.

Members present: Eric Kryzenske, Chris Fredrick, Pauline Boness, Carrie Nelson, Edward Wreh

Members not present: Marc Nielsen

Staff Present: Jim Hessling (Director of Public Works), Lee Igl (Streets and Utilities Superintendent), Aimee Irwin (Assistant to the Public Works Director), Town & Country Engineering staff--Brian Berquist and Tim Stieve.

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to aimee.irwin@mcfarland.wi.us to be included as part of the meeting.*

None.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding the minutes from the joint meeting of Public Works and Public Utilities held on August 10, 2021.*

Motion by Ed Wreh, second by Carrie Nelson, to approve the minutes from the joint meeting of Public Works and Public Utilities held on August 10, 2021. Motion carries 5-0-0.

- b. *Discussion and action regarding the minutes from the Public Utilities meeting held on July 20, 2021*

Motion by Ed Wreh, second by Carrie Nelson, to approve the minutes from the Public Utilities meeting held on July 20, 2021. Motion carries 5-0-0.

4. BUSINESS.

- a. *Presentation and update regarding the Salt Saver Pilot Project with Madison*

Metropolitan Sewerage District (MMSD).

Emily Jones, Pollution Prevention Specialist with Madison Metropolitan Sewerage District (MMSD), reviewed a PowerPoint presentation regarding the Salt Saver Pilot Project. The presentation included an overview of the pilot program including how it works and the available incentives for those who participate, a preview of the program participation to date along with the outreach material, and what the project continues to work on, along with what committee members can do to help promote the pilot.

- Pauline Boness asked how MMSD knew that water softeners were the major contributors of chloride levels. Jones stated that the contribution of chloride to MMSD was based on a study completed along with the sheer volume of softeners in the area.
- Ed Wreh asked if McFarland is the only municipality participating in this pilot and, if so, how it was selected. Jones stated that McFarland is one of three communities participating in the pilot. McFarland, along with other communities, were in discussions during 2019 about possible ways to reduce chloride. Jones also provided that pump station nine has monitoring data regarding chloride which would allow for future measurements to evaluate if chloride reduction occurs with softener optimizations and evaluations.
- Ed Wreh asked what are the other long term goals and objectives after the pilot. Jones responded that following the completion of the pilot there would be an evaluation of the effectiveness of the pilot on reducing chloride.
- Ed Wreh asked if any follow-up had occurred with those who participated to gain what the motivator was for them to participate. Jones responded that this approach had not occurred but it is an avenue that could be done in the future.
- Chris Fredrick asked if MMSD was exploring ways to alter the building codes for possible improvements. Jones responded that there are not softener efficiency standards in building codes at this time.

b. Discussion regarding funding allocation to the utilities funds associated with street projects.

Motion by Ed Wreh, second by Pauline Boness to postpone this business item to the next Public Utilities meeting. Motion carries 5-0-0.

c. Discussion and action regarding tuck pointing for Well #1.

Jim Hessling provided background regarding the tuck pointing project at Well #1. Hessling stated that three proposals were received with a wide variety of responses in terms of total proposal cost. Hessling explained that he had reached out to the companies to ask for clarifications regarding their proposals, but as of this meeting, clarifications had not been completed.

- Ed Wreh asked if the village has had similar projects completed to help gauge the proposals received for the project. Hessling responded that he is not aware of similar projects within the village.
- Pauline Boness suggested that the highest bid appears to be tuck pointing to the entire building, while the other proposals are only repairing damaged areas. Hessling agreed with this suggestion.

- Eric Kryzenske asked how the project services were worded in the RFP. Hessling stated that there was not an RFP for this project; companies met onsite to inspect the building.
- Ed Wreh asked what work had been done previously on the building. Hessling stated that instead of tuck pointing where the replacement of damaged mortar occurs, damaged areas were filled with caulk.
- Pauline Boness asked if the intention was to repair damaged areas of the entire building. Hessling responded that he was not sure if the entire building requires repair, which is why he asked to meet with the companies who submitted proposals to review their proposal and the work that is necessary.
- Carrie Nelson asked if there was anything else the committee could do to assist with the decision regarding the work to complete and the company to select. Hessling stated that it is his intent to meet with the companies, walk through the work and each proposal to better understand what work they are proposing. Berquist commented that he has not been involved with tuck pointing. Pauline Boness recommended reaching out to the building inspector for ideas regarding the project. Chris Fredrick also recommended that talking to the local concrete masonry union may be helpful.

Motion by Chris Fredrick, seconded by Pauline Boness, to recommend approval to the Village Board regarding the Public Works Director selecting a company for tuck pointing of Well #1 and not to exceed the amount of the highest bid, \$42,331.00. Motion carries 5-0-0.

d. Presentation of the Public Works Director's monthly report

Jim Hessling presented the monthly Public Works report for the month of August and asked if there were any questions. There were no questions from the committee.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, October 19, 2021 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Chris Fredrick, second by Carrie Nelson, to adjourn at 6:58 p.m. Motion carries 5-0-0.

**2022
ANNUAL
BUDGET**

Utilities

Fund #600

**2022
ANNUAL
BUDGET**

Utilities

Fund #600

Summary

Village of McFarland
2022 Utility Fund Operating Budget

SUMMARY of SEWER SERVICE

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
REVENUES							
42000	Special Assessments	181,485	140,000	21,761	43,522	120,000	-14.29%
43000	Intergovernmental Revenues	3,801	0	0	0	0	-----
46000	Public Charges for Services	1,282,517	1,353,750	641,902	1,462,000	1,565,750	15.66%
48000	Miscellaneous	10,971	10,250	1,180	2,600	5,750	-43.90%
49000	Other Financing Sources	0	860,750	0	835,250	533,750	-37.99%
	Total SEWER SERVICE Revenues	1,478,775	2,364,750	664,843	2,343,372	2,225,250	-5.90%

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
EXPENSES							
53610	ADMINISTRATION	410,942	304,250	201,497	408,517	309,750	1.81%
53611	BILLING AND COLLECTIONS	3,081	33,250	810	33,250	56,000	68.42%
53612	MISCELLANEOUS	168,919	15,250	1,737	15,000	5,250	-65.57%
53613	DEBT SERVICE	19,450	195,750	29,116	207,231	280,750	43.42%
53614	CAPITAL PROJECTS	78,313	823,750	141,085	798,250	533,750	-35.20%
53615	TRANSPORTATION	777,126	878,500	214,589	821,172	923,000	5.07%
53616	SYSTEM MAINTENANCE	106,209	114,000	39,583	111,769	116,750	2.41%
	Total SEWER SERVICE Expenses	1,564,040	2,364,750	628,417	2,395,189	2,225,250	-5.90%

Difference in SEWER Rev over Exp **(85,266)** **0** **36,426** **(51,817)** **0**

SUMMARY of WATER SERVICE

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
REVENUES							
42000	Special Assessments	262,334	115,000	23,346	46,693	75,000	-34.78%
46000	Public Charges for Services	1,192,161	1,190,000	524,406	1,129,750	1,276,000	7.23%
48000	Miscellaneous	10,872	10,250	3,353	4,850	5,250	-48.78%
49000	Other Financing Sources	0	325,500	0	233,000	1,239,750	280.88%
	Total WATER SERVICE Revenues	1,465,367	1,640,750	551,106	1,414,293	2,596,000	58.22%

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
EXPENSES							
53710	ADMINISTRATION	324,647	372,500	183,013	391,725	296,500	-20.40%
53711	BILLING AND COLLECTIONS	4,173	33,250	1,855	32,475	56,000	68.42%
53712	MISCELLANEOUS	598,701	297,500	1,736	271,000	287,500	-3.36%
53713	DEBT SERVICE	63,029	441,500	20,726	441,482	444,250	0.62%
53714	CAPITAL PROJECTS	0	233,500	0	233,000	1,239,750	430.94%
53715	SUPPLY	9,654	5,250	2,455	5,300	5,500	4.76%
53716	PUMPING	107,849	76,000	38,222	75,511	78,000	2.63%
53717	TREATMENT	18,283	35,000	27,336	55,027	42,000	20.00%
53718	TRANSMISSION AND DISTRIBUTION	95,474	146,250	41,345	152,945	146,500	0.17%
	Total WATER SERVICE Expenses	1,221,810	1,640,750	316,688	1,658,465	2,596,000	58.22%

Difference in WATER Rev over Exp **243,557** **0** **234,418** **(244,172)** **0**

SUMMARY of UTILITY FUND

Difference in UTILITY FUND Rev over Exp **158,291** **0** **270,845** **(295,989)** **0**

**2022
ANNUAL
BUDGET**

Utilities

Fund #600

Revenues

REVENUES
UTILITY FUND - FUND 600

Budget Summary

SEWER SERVICE

Special Assessments	
42000	

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
42104	Sewer: Contributed Cap Revenue	54,475	0	0	0	0	-----
42201	Sewer Impact Fees	0	0	0	0	0	-----
42202	Sewer Assessments (Holscher)	127,010	140,000	21,761	43,522	120,000	-14.29%
Total SPECIAL ASSESSMENTS Rev		181,485	140,000	21,761	43,522	120,000	-14.29%

Intergovernmental Revenue	
43000	

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
43560	State - COVID Reimbursement	3,801	0	0	0	0	-----
Total INTERGOV REVENUES Rev		3,801	0	0	0	0	-----

Public Charges for Services	
46000	

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
46410-101	Residential Use Charges	1,077,271	1,145,750	535,655	1,207,000	1,270,000	10.84%
46410-102	Commercial Use Charges	153,276	170,750	94,939	230,000	262,000	53.44%
46410-103	Multi-Family Use Charges	28,211	0	0	0	0	-----
46410-104	Public Authority	17,867	31,750	8,587	19,000	27,500	-13.39%
46410-105	Forfeited Discounts	5,464	5,500	2,721	6,000	6,250	13.64%
46410-106	Residential Fixed Charges	370	0	0	0	0	-----
46410-107	Commercial Fixed Charges	58	0	0	0	0	-----
Total PUBLIC CHARGES Rev		1,282,517	1,353,750	641,902	1,462,000	1,565,750	15.66%

Miscellaneous Revenue	
48000	

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
48025	Miscellaneous Revenue	176	250	27	100	250	0.00%
48125	Interest	10,795	10,000	1,153	2,500	5,500	-45.00%
48325	Gain/Loss on Sale	0	0	0	0	0	-----
Total MISC REVENUE Rev		10,971	10,250	1,180	2,600	5,750	-43.90%

Other Financing Sources	
49000	

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
49125	Borrowing Proceeds	0	766,250	0	740,750	0	-100.00%
49225	Transfers from Other Funds	0	0	0	0	0	-----
49325	Fund Balance Applied	0	94,500	0	94,500	533,750	464.81%
Total OTHER FINAN SOURCES Rev		0	860,750	0	835,250	533,750	-37.99%

Total SEWER SERVICE Revenues	1,478,775	2,364,750	664,843	2,343,372	2,225,250	-5.90%
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REVENUES
UTILITY FUND - FUND 600

Budget Summary

WATER SERVICE

Special Assessments	
	42000

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
42101	Water Impact Fees	64,854	55,000	14,301	28,602	35,000	-36.36%
42102	Water Assessments (Holscher)	61,835	60,000	9,045	18,091	40,000	-33.33%
42103	Water: Contributed Cap Revenue	135,645	0	0	0	0	-----
Total SPECIAL ASSESSMENTS Rev		262,334	115,000	23,346	46,693	75,000	-34.78%

Public Charges for Services	
	46000

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
46450-101	Residential Use Charges	570,950	582,500	251,161	575,000	650,000	11.59%
46450-102	Commercial Use Charges	64,277	66,500	28,116	63,000	75,000	12.78%
46450-103	Multi-Family Use Charges	41,889	43,500	18,871	39,500	45,000	3.45%
46450-104	Public Authority	11,321	17,750	5,614	11,500	18,500	4.23%
46450-105	Forfeited Discounts	2,410	3,250	1,385	3,250	4,000	23.08%
46450-108	Public Fire Protection	325,250	325,000	162,500	325,000	350,000	7.69%
46450-109	Private Fire Protection	37,324	34,000	18,378	35,500	45,000	32.35%
46450-110	Other Water Revenues	135,241	115,000	37,639	75,000	86,500	-24.78%
46450-111	Unmetered Sales to Gen Cust	3,499	2,500	742	2,000	2,000	-20.00%
Total PUBLIC CHARGES Rev		1,192,161	1,190,000	524,406	1,129,750	1,276,000	7.23%

Miscellaneous Revenue	
	48000

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
48050	Miscellaneous Revenue	347	250	0	250	250	0.00%
48150	Interest	10,795	10,000	1,153	2,400	5,000	-50.00%
48350	Gain/Loss on Sale	(270)	0	2,200	2,200	0	-----
Total MISC REVENUE Rev		10,872	10,250	3,353	4,850	5,250	-48.78%

Other Financing Sources	
	49000

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
49150	Borrowing Proceeds	0	0	0	0	1,239,750	-----
49250	Transfers from Other Funds	0	0	0	0	0	-----
49350	Fund Balance Applied	0	325,500	0	233,000	0	-100.00%
Total OTHER FINAN SOURCES Rev		0	325,500	0	233,000	1,239,750	280.88%

Total WATER SERVICE Revenues	1,465,367	1,640,750	551,106	1,414,293	2,596,000	58.22%
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Total Budget Revenues	2,944,141	4,005,500	1,215,950	3,757,665	4,821,250	20.37%
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**2022
ANNUAL
BUDGET**

Utilities

Fund #600

Expenses

SEWER SERVICE

UTILITY FUND - FUND 600

MISSION STATEMENT:

To provide efficient and high quality sanitary sewer service to the Village Utility customers while holding costs and minimizing impacts to the residents.

PROGRAM DESCRIPTION:

The Sewer Service provides sanitary sewer services to residential and commercial properties within the Village. The sewer mains connect to nearly every building throughout the Village in order to convey the wastewater to the Madison Metropolitan Sewerage District for treatment. The Utility has 1/3 of the main lines cleaned and televised on a yearly basis with the intent of keeping the sewer lines clean and functional for all users.

PROGRAM OBJECTIVES:

- Continue to improve efficiency through billing and collection system in online program.
- Review and consider options for management and mitigation of wastewater treatment standards.

SEWER SERVICE BUDGET SUMMARY

REVENUES

	2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
Allocated Revenues	1,564,040	2,364,750	628,417	2,395,189	2,225,250	-5.90%

Notes:

- 42202** Each time a building permit is taken out for new home construction in Juniper Ridge or Prairie Place Subdivision, an assessment is collected by the Village in order for each new home built to pay a share of the cost to reconstruct Holscher Road from a rural to urban cross section. New home construction has been very high the last several years which has increased collections during this time. The assessment also includes a share of the cost for a lift station that was constructed to support these developments.
- 46410** These are the main categories for user charges that customers of the utility pay for sanitary sewer service in order to treat wastewater. They are billed based upon water usage which increased in 2019. This budget is presented with the rate increase that was approved in 2020 as well.
- 101-103**
- 106, 107**
- 49325** Fund balance is suggested to cover the Sewer Service share of capital expenses in Fund 400. There are no large capital sewer projects and this would avoid the need to borrow for these funds or raise rates higher than is necessary next year.

SEWER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES

ADMINISTRATION

		2020	2021	YTD	2021	2022	% Change
		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
53610							
110	Salaries	110,745	100,000	62,125	124,251	95,750	-4.25%
120	Part-Time	14,607	7,750	7,164	14,327	7,750	0.00%
130-135	Employee Pensions and Benefits	36,869	38,250	23,643	47,286	34,500	-9.80%
210	Support Services	50,750	25,000	25,898	53,165	35,000	40.00%
211	Consultant Services	63,599	15,000	8,997	64,000	17,000	13.33%
221	Communication	1,060	1,500	640	1,280	1,250	-16.67%
310	Office Supplies	4,069	5,000	2,334	4,669	5,000	0.00%
311	Postage	2,557	2,750	1,467	2,933	3,000	9.09%
320	Dues and Subscriptions	271	500	117	500	500	0.00%
321	Printing/Publication	789	1,500	859	1,717	1,500	0.00%
330	Meeting Expenses	(14)	500	0	100	500	0.00%
331	Training Expenses	(94)	1,500	203	1,500	1,500	0.00%
340	Operating Supplies	1,800	1,000	511	1,500	1,500	50.00%
510	Insurance	39,870	44,000	41,289	41,289	42,000	-4.55%
515	Retiree Contribution	0	10,000	0	0	5,000	-50.00%
530	Rent	84,064	50,000	26,250	50,000	58,000	16.00%
Total ADMINISTRATION Exp		410,942	304,250	201,497	408,517	309,750	1.81%

Notes:

- 110-120** These include expenses generally applied from salaries from those positions that oversee general operations and administration of sanitary sewer services.
- 130-135** The proportionate rate of benefit costs are also applied to these line items including Health Insurance, Retirement, Social Security, and Other Fringe Benefits.
- 210** Includes funds for a share in the expenses of the network administration, accounting software, auditing, diggers hotline, equipment leases, attorney bills, PSN, and other similar service drive needs.
- 211** The funding for the engineer is included within this line item for assistance they provide on sanitary projects.
- 321** Printing charges associated with the preparation of utility bills and various subscriptions.
- 340** This account contains funding for the daily operations related to the sewer. Such items include nuts and bolts, wood, rentals, tool repairs, rags, degreasers, chemicals, floor dry and other miscellaneous supplies.

BILLING AND COLLECTIONS

		2020	2021	YTD	2021	2022	% Change
		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
53611							
110	Salaries	0	10,000	0	10,000	23,500	135.00%
120	Part-Time	110	12,500	0	12,500	14,750	18.00%
130-135	Employee Pensions and Benefits	8	7,250	0	7,250	14,250	96.55%
210	Support Services	1,333	1,500	0	1,500	1,500	0.00%
311	Postage	899	1,000	354	1,000	1,000	0.00%
340	Operating Expenses	731	1,000	456	1,000	1,000	0.00%
Total METER READING Exp		3,081	33,250	810	33,250	56,000	68.42%

Notes:

- 110** Some funding from the Administration Department is allocated to this line to account for their assistance in the meter reading process including billing and collections.
- 120** A portion of the cost for the Utility Clerk and Meter reader are provided within this line item.

SEWER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

MISCELLANEOUS

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53612							
390	Miscellaneous	13,981	15,000	1,737	15,000	5,000	-66.67%
391	Programming	0	250	0	0	250	0.00%
540	Depreciation	159,691	0	0	0	0	-----
541	Amortization	(4,753)	0	0	0	0	-----
Total MISCELLANEOUS Exp		168,919	15,250	1,737	15,000	5,250	-65.57%

Notes:

390 Formerly referred to as the "Operating Contingency", this account is used to address expenses that were not expected or anticipated.

391 New for 2019, this line item is presented to provide some money for the Department to create programs, provide education, and otherwise interact with the public regarding the sewer service such as public events.

DEBT SERVICE

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53613							
610	Principal Payment	0	180,000	0	180,000	250,000	38.89%
620	Interest Payment	19,450	15,750	17,748	15,863	30,750	95.24%
690	Other Debt Service	0	0	11,368	11,368	0	-----
Total DEBT SERVICE Exp		19,450	195,750	29,116	207,231	280,750	43.42%

Notes:

610-620 There was no borrowing in 2018 and no borrowing is projected in 2019. This represents the Sewer's share of the current debt expense within the Utilities Fund.

CAPITAL PROJECTS

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53614							
590	Facility Reserve - Collection System	0	35,500	0	35,500	0	-100.00%
593	Equipment Reserve - Replacement	0	22,000	0	22,000	0	-100.00%
822	Capital - Sewer	78,313	766,250	141,085	740,750	533,750	-30.34%
Total CAPITAL PROJECTS Exp		78,313	823,750	141,085	798,250	533,750	-35.20%

Notes:

590 Early in 2020 a rate increase was approved to also allow for reserve allocations to go towards future collection system replacements. The number targeted at the time was \$125,000 annually to be assigned for this purpose; however, what is projected in 2021 is short of that number based on the projected availability of funds and expenses. The creation and growth of this fund balance will help to limit future debt service.

593 The rate increase also provided an allocation for future equipment replacement savings. The number included in the budget is what was projected in the analysis. The creation and growth of this fund balance will help to limit future debt service.

822 The main capital project from 2021 was the Eastside Interceptor Project that was completed in June of last year. The main capital expense for next year is sharing in the cost of upgrading the meter system while also contributing its share of vehicle and equipment purchases. Funding for these improvements will be offset with fund balance next year.

SEWER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

TRANSPORTATION

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53615							
130-135	Employee Pensions and Benefits	0	11,000	0	0	0	-100.00%
210	Support Services	768,590	855,000	209,934	810,865	910,500	6.49%
220	Utilities	7,393	9,500	3,928	7,857	9,500	0.00%
240	Equipment Maintenance	175	1,000	0	750	1,000	0.00%
340	Operating Supplies	28	500	147	500	500	0.00%
341	Fuel	940	1,500	580	1,200	1,500	0.00%
Total TRANSPORTATION Exp		777,126	878,500	214,589	821,172	923,000	5.07%

Notes:

- 210** This represents the charges for treatment services paid to MMSD. They set the rates which are then passed on to our customers through the billing process. Actual rate increases set by MMSD continue to outpace local rates established by the Village. Consideration for a rate increase in 2022 to be effective in 2023 is likely.
- 240** This account covers such items as pump repairs and other services related to sewerage pumping.
- 340** Welding supplies, pump parts, oil/grease, nuts/bolts, and other items needed for maintenance.

SYSTEM MAINTENANCE

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53616							
110	Salaries	52,181	52,500	18,988	55,000	55,000	4.76%
124	Seasonal	0	1,500	0	1,500	1,500	0.00%
130-135	Employee Pensions and Benefits	18,668	22,500	6,681	25,000	25,000	11.11%
220	Utilities	0	0	0	0	0	-----
241	Vehicle Maintenance	10,183	10,000	4,397	10,000	10,000	0.00%
242	Facility Maintenance	19,448	20,000	6,945	15,000	17,500	-12.50%
340	Operating Supplies	3,881	5,000	1,438	3,000	5,000	0.00%
341	Fuel	1,848	2,500	1,134	2,269	2,750	10.00%
Total SYSTEM MAINTENANCE Exp		106,209	114,000	39,583	111,769	116,750	2.41%

Notes:

- 110** Maintenance is conducted by Village Staff for the infrastructure and equipment that moves the wastewater through the system. Time is spent to clean, check, monitor, and make adjustments in order to make sure the flow is consistent and steady to the treatment plant.
- 242** Charges to this account include cleaning supplies, HVAC work, light bulbs, minor repairs, roof repairs, plumbing, and other items needed to maintain facilities containing sanitary infrastructure.

Total SEWER SERVICE Expenses	1,564,040	2,364,750	628,417	2,395,189	2,225,250	-5.90%
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WATER SERVICE

UTILITY FUND - FUND 600

MISSION STATEMENT:

To provide efficient and high quality water service to the Village Utility customers while holding costs and minimizing impacts to the residents.

PROGRAM DESCRIPTION:

The Water Utility provides drinking water service to the residents of the Village. The Utility tests the water on a daily, weekly, monthly, and yearly basis as required by the Department of Natural Resources. The water mains connect to nearly every building throughout the Village. The Utility flushes all water mains throughout the Village on a year basis, turns one third of all the water main valves annually, and monitors condition of the pipes in order to provide quality drinking water to its customers.

PROGRAM OBJECTIVES:

- Continue to improve efficiency through billing and collection system in online program.
- Limit or prevent all service outages as available and practicable through the capital improvement program and responsive service to main breaks.

WATER SERVICE BUDGET SUMMARY

REVENUES	2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
Allocated Revenues	1,221,810	1,640,750	316,688	1,658,465	2,596,000	58.22%

Notes:

- 42101** The Water Service charges an impact fee on new home construction to help fund future water infrastructure needs including wells, mains, and water towers as applicable.
- 42102** Each time a building permit is taken out for new home construction in Juniper Ridge or Prairie Place Subdivision, an assessment is collected by the Village in order for each new home built to pay a share of the cost to reconstruct Holscher Road from a rural to urban cross section. New home construction has been very high the last several years which has increased collections during this time. The assessment also includes a share of the cost for a lift station that was constructed to support these developments.
- 46450** These are the main categories for user charges that customers of the utility pay for drinking water service. They are billed based upon water usage collected at the water meter. The Public Service Commission did approve a Full Rate Case Increase for the Village in 2021 which became effective late Summer of that year. Rates forecasted for 2022 recognize a full year's worth of collection.

WATER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES

ADMINISTRATION

		2020	2021	YTD	2021	2022	% Change
		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
53710							
110	Salaries	99,500	100,000	58,215	116,431	89,500	-10.50%
120	Part-Time	19,785	7,750	7,164	14,328	7,500	-3.23%
130-135	Employee Pensions and Benefits	26,191	38,250	21,105	42,209	31,500	-17.65%
210	Support Services	38,224	42,500	12,380	49,619	25,000	-41.18%
211	Consultant Services	17,739	25,000	7,798	15,595	15,000	-40.00%
221	Communication	1,060	1,500	640	1,400	1,500	0.00%
240	Equipment Maintenance	0	0	0	0	0	-----
310	Office Supplies	4,069	4,500	2,333	4,667	5,000	11.11%
311	Postage	2,701	3,000	2,472	4,944	5,500	83.33%
320	Dues and Subscriptions	271	500	637	750	750	50.00%
321	Printing/Publication	3,298	6,000	2,090	4,180	6,000	0.00%
330	Meeting Expenses	(37)	500	0	100	500	0.00%
331	Training Expenses	1,126	2,500	709	1,500	3,000	20.00%
340	Operating Supplies	1,837	2,500	721	1,442	2,500	0.00%
341	Fuel	1,864	3,000	1,176	2,352	3,250	8.33%
510	Insurance	61,017	75,000	39,322	40,000	42,000	-44.00%
515	Retiree Contribution	0	10,000	0	0	0	-100.00%
530	Rent	46,000	50,000	26,250	50,000	58,000	16.00%
Total ADMINISTRATION Exp		324,647	372,500	183,013	391,725	296,500	-20.40%

Notes:

- 110-120** These include expenses generally applied from salaries from those positions that oversee general operations and administration of water services.
- 130-135** The proportionate rate of benefit costs are also applied to these line items including Health Insurance, Retirement, Social Security, and Other Fringe Benefits.
- 210** Includes funds for a share in the expenses of the network administration, accounting software, auditing, diggers hotline, equipment leases, attorney bills, PSN, and other similar service drive needs.
- 211** The funding for the engineer is included within this line item for assistance they provide on water projects.

BILLING AND COLLECTIONS

		2020	2021	YTD	2021	2022	% Change
		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
53711							
110	Salaries	0	10,000	0	10,000	23,500	135.00%
120	Part-Time	995	12,500	886	12,500	14,750	18.00%
130-135	Employee Pensions and Benefits	215	7,250	158	7,250	14,250	96.55%
210	Support Services	1,333	1,500	0	1,000	1,500	0.00%
311	Postage	899	1,000	354	725	1,000	0.00%
340	Operating Expenses	731	1,000	456	1,000	1,000	0.00%
Total METER READING Exp		4,173	33,250	1,855	32,475	56,000	68.42%

Notes:

- 110** Some funding from the Administration Department is allocated to this line to account for their assistance in the meter reading process including billing and collections.
- 120** A portion of the cost for the Utility Clerk and Meter reader are provided within this line item.

WATER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

MISCELLANEOUS

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53712							
390	Miscellaneous	3,093	30,000	1,736	4,000	5,000	-83.33%
391	Programming	0	2,500	0	2,000	2,500	0.00%
540	Depreciation	336,778	0	0	0	0	-----
541	Amortization	(10,229)	0	0	0	0	-----
591	Tax Equivalency	269,059	265,000	0	265,000	280,000	5.66%
Total MISCELLANEOUS Exp		598,701	297,500	1,736	271,000	287,500	-3.36%

Notes:

- 390** Formerly referred to as the "Operating Contingency", this account is used to address expenses that were not expected or anticipated.
- 391** New for 2019, this line item is presented to provide some money for the Department to create programs, provide education, and otherwise interact with the public regarding the water service to promote proper waterworks operations and usage.
- 591** The Water Service pays a tax equivalency to the general fund which amounts to a payment in lieu of taxes for what the value of their land and improvements would be if they were not tax-exempt.

DEBT SERVICE

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53713							
610	Principal Payment	0	385,000	0	385,000	400,000	3.90%
620	Interest Payment	52,794	56,500	20,726	56,482	44,250	-21.68%
690	Other Debt Service	10,235	0	0	0	0	-----
Total DEBT SERVICE Exp		63,029	441,500	20,726	441,482	444,250	0.62%

Notes:

- 610-620** There is a borrowing anticipated in 2022 similar to what was borrowed in 2020. This represents the Water's share of the current debt expense within the Utilities Fund.

CAPITAL PROJECTS

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53714							
822	Capital - Water	0	233,500	0	233,000	1,239,750	430.94%
Total CAPITAL PROJECTS Exp		0	233,500	0	233,000	1,239,750	430.94%

Notes:

- 822** There are 2 water main replacement projects planned for 2022. These costs also represent a share in equipment and vehicle purchases for the next year plus the first phase of meter replacements and well house renovations. Funding for these improvements will be offset with borrowed money next year.

WATER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

SUPPLY

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53715							
110	Salaries	0	0	0	0	0	-----
130-135	Employee Pensions and Benefits	1,228	0	0	0	0	-----
210	Support Services	8,139	5,000	2,455	5,000	5,000	0.00%
340	Operating Supplies	287	250	0	300	500	100.00%
Total SUPPLY Exp		9,654	5,250	2,455	5,300	5,500	4.76%

Notes:

210 Expenses related to PSN charges and chemical testing.

340 Expenses mainly provided for various testing and monitoring of the water supply.

PUMPING

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53716							
110	Salaries	11,684	10,000	7,859	15,719	12,000	20.00%
130-135	Employee Pensions and Benefits	3,963	5,000	3,271	6,543	6,500	30.00%
220	Utilities	41,806	45,000	20,540	41,079	45,000	0.00%
242	Facility Maintenance	43,691	6,000	3,385	6,770	7,000	16.67%
340	Operating Supplies	6,705	10,000	3,167	5,400	7,500	-25.00%
Total PUMPING Exp		107,849	76,000	38,222	75,511	78,000	2.63%

Notes:

110 Village Staff monitors and maintains pumping equipment to ensure water is distributed from the water supply to the piping system through the high capacity wells.

220 Associated energy costs to keep the wells operating non-stop for continuous water supply throughout the Village.

TREATMENT

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53717							
110	Salaries	2,874	11,500	13,582	27,164	15,000	30.43%
130-135	Employee Pensions and Benefits	321	7,500	4,432	8,863	9,000	20.00%
242	Facility Maintenance	348	1,000	2,418	5,000	3,000	200.00%
340	Operating Supplies	14,740	15,000	6,904	14,000	15,000	0.00%
Total TREATMENT Exp		18,283	35,000	27,336	55,027	42,000	20.00%

Notes:

340 Supplies include chemicals added to the water by Village Staff as part of the distribution within the system.

WATER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

TRANSMISSION AND DISTRIBUTION

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53718							
110	Salaries	28,445	30,000	0	30,000	30,000	0.00%
130-135	Employee Pensions and Benefits	17,444	20,000	4,887	20,000	20,000	0.00%
241	Vehicle Maintenance	10,350	15,000	4,378	11,000	15,000	0.00%
340	Operating Supplies	2,593	2,500	778	1,750	2,500	0.00%
341	Fuel	924	1,250	580	1,250	1,500	20.00%
590	Facility Reserve (Water Tower)	0	27,500	0	27,500	27,500	0.00%
822-101	Maintenance - Mains	17,139	30,000	15,002	30,004	30,000	0.00%
822-102	Maintenance - Services	8,400	5,000	6,663	13,327	5,000	0.00%
822-103	Maintenance - Meters	3,613	5,000	1,213	2,426	5,000	0.00%
822-104	Maintenance - Hydrants	6,566	10,000	7,844	15,689	10,000	0.00%
Total TRANS & DISTR Exp		95,474	146,250	41,345	152,945	146,500	0.17%

Notes:

- 110** A bulk of the Village Staff time is devoted to making sure the water is delivered to the home. This line accounts for their time regarding responsibilities for transmission and distribution.
- 241** Funds to repair and maintain vehicles used in the operation of the water utility.
- 341** Fuel for the vehicles used in the operation of the transmission and distribution system.
- 590** Annually the Village reserves funds from its operating budget towards future replacement and/or maintenance of the water tower.
- 822** These are the expenses for specifically repairing, replacing, and generally maintaining the main infrastructure
- 101-104** within the system including the mains, services, meters, and hydrants.

Total WATER SERVICE Expenses	1,221,810	1,640,750	316,688	1,658,465	2,596,000	58.22%
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**2022
ANNUAL
BUDGET**

Stormwater Utility

Fund #605

**2022
ANNUAL
BUDGET**

Stormwater Utility

Fund #605

Summary

Village of McFarland
2022 Stormwater Utility Fund Operating Budget

SUMMARY of REVENUES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
42000	Special Assessments	39,510	18,000	2,678	5,357	10,000	-44.44%
43000	Intergovernmental Revenues	14,111	0	0	0	0	-----
44000	Licenses and Permits	23,010	27,750	5,050	10,350	20,250	-27.03%
46000	Public Charges for Services	529,172	569,250	251,432	542,500	555,500	-2.42%
48000	Miscellaneous Revenue	6,226	5,500	750	1,750	1,750	-68.18%
49000	Other Financing Sources	0	186,750	0	270,500	205,750	10.17%
Total Budget Revenue		612,029	807,250	259,910	830,457	793,250	-1.73%

SUMMARY of EXPENDITURES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
STORMWATER SERVICE							
100	PERSONAL SERVICES	170,014	213,250	83,482	166,965	225,500	5.74%
200	CONTRACTUAL SERVICES	134,921	120,250	62,001	138,397	149,750	24.53%
300	SUPPLIES AND EXPENSES	26,237	39,250	23,027	34,659	40,250	2.55%
500	FIXED CHARGES	194,876	80,000	50,902	85,757	90,000	12.50%
600	DEBT SERVICE	11,100	167,750	3,858	167,715	69,000	-58.87%
800	CAPITAL OUTLAY	8,375	186,750	20,420	273,000	218,750	17.14%
Total STORMWATER SERVICE Exp		545,523	807,250	243,690	866,493	793,250	-1.73%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures		545,523	807,250	243,690	866,493	793,250	-1.73%

Difference in Revenues over Expenditures **66,506** **0** **16,221** **(36,036)** **0**

**2022
ANNUAL
BUDGET**

Stormwater Utility

Fund #605

Revenues

REVENUES

STORMWATER UTILITY FUND - FUND 605

Budget Summary

Special Assessments		2020	2021	YTD	2021	2022	% Change
42000		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
42401	Stormwater Impact Fees	0	0	0	0	0	-----
42402	Stormwater Assessments (Holscher)	18,808	18,000	2,678	5,357	10,000	-44.44%
42403	STW: Contributed Cap Revenue	20,702	0	0	0	0	-----
Total SPECIAL ASSESSMENTS Rev		39,510	18,000	2,678	5,357	10,000	-44.44%
Intergovernmental Revenues		2020	2021	YTD	2021	2022	% Change
43000		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
43560	State - COVID Reimbursement	14,111	0	0	0	0	-----
Total INTERGOV REVENUES Rev		14,111	0	0	0	0	-----
Licenses and Permits		2020	2021	YTD	2021	2022	% Change
44000		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
44300	Erosion Control Permits	22,900	27,500	5,050	10,100	20,000	-27.27%
44900	Yard Waste Permits	110	250	0	250	250	0.00%
Total LICENSES AND PERMITS Rev		23,010	27,750	5,050	10,350	20,250	-27.03%
Public Charges for Services		2020	2021	YTD	2021	2022	% Change
46000		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
46320	Stormwater Unit Charge	527,467	566,750	250,345	540,000	553,000	-2.43%
46900	Forfeited Discounts	1,705	2,500	1,088	2,500	2,500	0.00%
Total PUBLIC CHARGES FOR SERVICES Rev		529,172	569,250	251,432	542,500	555,500	-2.42%
Miscellaneous Revenues		2020	2021	YTD	2021	2022	% Change
48000		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
48000	Miscellaneous Revenue	862	500	355	750	750	50.00%
48100	Interest	5,365	5,000	395	1,000	1,000	-80.00%
48200	Rent	0	0	0	0	0	-----
48300	Property Sales	0	0	0	0	0	-----
Total MISCELLANEOUS REVENUES Rev		6,226	5,500	750	1,750	1,750	-68.18%
Other Financing Sources		2020	2021	YTD	2021	2022	% Change
49000		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
49100	Borrowing Proceeds	0	0	0	0	0	-----
49200	Transfers from Other Funds	0	0	0	0	0	-----
49300	Fund Balance Applied	0	186,750	0	270,500	205,750	10.17%
Total OTHER FINANCING SOURCES Rev		0	186,750	0	270,500	205,750	10.17%
Total Budget Revenues		612,029	807,250	259,910	830,457	793,250	-1.73%

**2022
ANNUAL
BUDGET**

Stormwater Utility

Fund #605

Expenses

STORMWATER SERVICE

STORMWATER UTILITY FUND - FUND 605

MISSION STATEMENT:

The Stormwater Utility strives to properly manage the conveyance and treatment of stormwater for the protection of property and the environment as may be necessary and feasible.

PROGRAM DESCRIPTION:

The Stormwater Utility provides an infrastructure through out the Village with the goal of obtaining maximum water quality clean up before the water enters our lakes, rivers, and streams. The Utility also evaluates the system to try to improve the management of storm water quantity, as it effects the lands through out the Village.

PROGRAM OBJECTIVES:

- Review and study opportunities to improve stormwater conveyance.
- Review all new developments to ensure compliance with Village Ordinance on stormwater management.

STORMWATER SERVICE BUDGET SUMMARY

REVENUES

	2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
Allocated Revenues	545,523	807,250	243,690	866,493	793,250	-1.73%

EXPENDITURES

PERSONAL SERVICES

	2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021	
	53440						
110	Salaries	121,957	135,000	59,324	118,648	144,500	7.04%
120	Part-Time	7,848	10,000	4,161	8,321	13,500	35.00%
124	Seasonal	5,177	3,000	0	0	3,000	0.00%
130-135	Employee Pensions and Benefits	35,032	65,250	19,998	39,995	64,500	-1.15%
	Total PERSONAL SERVICES Exp	170,014	213,250	83,482	166,965	225,500	5.74%

Notes:

110-124 These include expenses generally applied from salaries from those positions that oversee general operations and administration of stormwater services.

130-135 The proportionate rate of benefit costs are also applied to these line items including Health Insurance, Retirement, Social Security, and Other Fringe Benefits.

STORMWATER SERVICE (continued)

STORMWATER UTILITY FUND - FUND 605

EXPENDITURES (continued)

CONTRACTUAL SERVICES		2020	2021	YTD	2021	2022	% Change
		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
53440							
210	Support Services	32,310	35,000	20,629	30,943	35,000	0.00%
211	Consultant Services	8,924	13,500	13,416	16,000	21,000	55.56%
214	Yard Waste Services	68,700	51,000	17,746	71,000	71,000	39.22%
221	Communication	616	1,000	309	650	1,000	0.00%
240	Equipment Maintenance	3,437	3,250	1,519	3,039	3,250	0.00%
241	Vehicle Maintenance	15,190	10,000	5,800	11,599	12,000	20.00%
242	Facility Maintenance	5,744	6,500	2,583	5,166	6,500	0.00%
Total CONTRACTUAL SERVICES Exp		134,921	120,250	62,001	138,397	149,750	24.53%

Notes:

- 210** This includes expenses associated with the services needed to support its operations including legal expenses, adaptive management through MMSD, and other related functions.
- 211** The charges for the auditor and engineer are included within this line item as needed to support the operations of the service.
- 214** The Village contracts for curbside chipping and yard waste collection as well as the transport of yard waste materials collected at the Public Works site. This is done on a limited basis in the Spring and Fall. The contract is split between this fund and the Solid Waste Fund.

SUPPLIES AND EXPENSES

SUPPLIES AND EXPENSES		2020	2021	YTD	2021	2022	% Change
		Actual	Budget	6/30/2021	Projected	Budget	vs. 2021
53440							
310	Office Supplies	2,125	3,000	632	1,500	3,000	0.00%
311	Postage	2,890	3,500	1,234	2,469	3,500	0.00%
320	Dues and Subscriptions	4,260	4,750	5,510	5,510	5,500	15.79%
321	Printing/Publication	2,177	2,750	1,226	2,451	2,750	0.00%
330	Meeting Expenses	(37)	500	0	0	500	0.00%
331	Training Expenses	(110)	750	203	500	750	0.00%
340	Operating Supplies	11,621	17,500	12,332	18,000	17,500	0.00%
341	Fuel	2,788	4,000	1,740	3,479	4,250	6.25%
390	Miscellaneous	524	2,000	71	500	2,000	0.00%
391	Programming	0	500	78	250	500	0.00%
Total SUPPLIES AND EXPENSES Exp		26,237	39,250	23,027	34,659	40,250	2.55%

Notes:

- 320** Our annual membership fee for the Madison Area Municipal Stormwater Partnership (MAMSWaP) which puts together a joint permit for stormwater discharge on behalf of its members.
- 321** This is the share of the newsletter expense to cover costs for stormwater subject materials.
- 341** Fuel for the street sweeper.

STORMWATER SERVICE (continued)

STORMWATER UTILITY FUND - FUND 605

EXPENDITURES (continued)

FIXED CHARGES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53440							
510	Insurance	29,829	25,000	35,757	35,757	35,000	40.00%
515	Retiree Contribution	0	5,000	0	0	5,000	0.00%
520	Loan Principal	0	0	0	0	0	-----
530	Rent	24,243	30,000	15,145	30,000	30,000	0.00%
540	Depreciation	141,874	0	0	0	0	-----
541	Amortization	(1,071)	0	0	0	0	-----
591	Vehicle Reserve (Sweeper)	0	20,000	0	20,000	20,000	0.00%
Total FIXED CHARGES Exp		194,876	80,000	50,902	85,757	90,000	12.50%

Notes:

530 Includes the utilities share of facility and equipment costs.

591 Annually funds are set aside to be put towards a new street sweeper when replacement comes due.

DEBT SERVICE

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53440							
610	Principal Payment	0	160,000	0	160,000	65,000	-59.38%
620	Interest Payment	11,100	7,750	3,858	7,715	4,000	-48.39%
690	Other Debt Service	0	0	0	0	0	-----
Total DEBT SERVICE Exp		11,100	167,750	3,858	167,715	69,000	-58.87%

Notes:

610-620 There was no borrowing in 2018 and no borrowing in 2019. This represents the Sewer's share of the current debt expense.

CAPITAL OUTLAY

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
53440							
810	Capital - General	0	2,500	0	2,500	2,500	0.00%
823	Capital - Stormwater	8,375	184,250	20,420	270,500	216,250	17.37%
Total CAPITAL OUTLAY Exp		8,375	186,750	20,420	273,000	218,750	17.14%

Notes:

810 Some funds are provided for small capital items that are general in nature.

823 The main capital expense for next year is sharing in the cost of its share of vehicle and equipment purchases. Additionally, the utility will contribute towards some aspects of the paving work next year. Funding for these improvements will be offset with fund balance next year.

Total STORMWATER SERVICE Expenses	545,523	807,250	243,690	866,493	793,250	-1.73%
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TRANSFERS TO OTHER FUNDS STORMWATER UTILITY FUND - FUND 605

MISSION STATEMENT:

To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:

Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.
- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
59200						
390 Miscellaneous	0	0	0	0	0	-----
Total TRANSFERS Exp	0	0	0	0	0	-----

Notes:

390 None anticipated at time of budget approval. To be used as needed and/or approved by the Village Board.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 19, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion regarding funding allocation to the utilities funds associated with street project.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

During the Public Works and Public Utilities joint meeting in August 2021, committee members reviewed the Paving and Utility Improvement plan. During this meeting, committee members reviewed the assumption of street projects in which water main work is conducted would result in the water utility funding 50% of the costs for the projects. Committee members wished to further discuss this allocation for future street projects. Please see within your packet feedback from the Village Engineer on allocations. Additionally, Committee Member Marc Nielsen submitted questions for consideration on this discussion. Staff has provided our feedback/answers to these questions in the attachment. We will discuss further within the meeting.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

None.

ATTACHMENTS:

1. utility costs for reconstruction (1)
2. Assignment of Paving Costs 10152021

In the municipalities that Town & Country Engineering, Inc. work with, each one often assigns project costs to revenue centers differently (and sometimes differently on each project).

For many years (back to at least early 2000s), McFarland has assigned both 100% of the water pipes and 50% of the street pavements to the utility. When sanitary sewer is involved, paving costs were split into thirds.

All state and federal grant programs allow fairly wide discretion in the way a community can assign costs, depending on how each project is viewed. If the primary driver of a project is sanitary sewer, we have seen up to 100% of the entire roadway costs assigned to the sanitary sewer. More often, roadway costs are pro-rated to include at least some utility component.

Assignment of Paving Costs (For Discussion at 10-19-2021 Meeting)

Questions provided by Committee Member Marc Nielsen

Staff Response provided by Village Staff and Engineer

Current Practices: Assignment of Street Reconstruction Costs

Street Base and Pavement

1. Is it correct that when a street is reconstructed, and the water main is replaced, that the cost of the reconstruction of the base and pavement is split 50/50 between Water Utility plant and street plant? If not, how are costs assigned between the Water Utility and street plant?

Staff Response – Yes, that has typically been the case when water main is partnered solely with a paving project.

2. When new development occurs, the developer pays up-front for streets and water main extensions. When lots are sold, how are the costs of streets and water facilities assigned (e.g., are 50% of street base and paving costs assigned to the water plant)?

Staff Response – The Village does not assign costs for water plant (or sanitary sewer, etc.) on new subdivisions. The auditors do track the actual cost of the mains/valves/hydrants added to the system and assign these assets appropriately.

3. What are the Village standards for the width of a) local access streets, b) collector streets, and c) arterial streets? Please provide an estimate of the percentage of the lineal footage of each type of these streets in the Village.

Staff Response – Local Streets are 32 feet (gutter to gutter), collector streets are 44 feet, and arterial streets are 44 to 52 feet. Locals account for 72.5%, Collectors 19.6%, and Arterials 7.9%.

4. What is the OSHA standard for the minimum trench width for working on the Village's largest diameter water main?

Staff Response – Trench width requirements via OSHA vary depending on different circumstances. Typically a trench is 2 feet wider on average than the pipe being installed. Typical trench width at the bottom is approximately 3-4 feet with top width closer to 8 feet. Trench widths and depths can vary depending upon what is being installed, soil types, and the area where the work is taking place. Additional working room is usually needed for dewatering operations and trench box and/or plating installation.

5. What is the OSHA standard for the minimum trench width for working on the Village's largest diameter service lateral?

Staff Response – See answer to previous question.

- When a street is reconstructed and the water main is replaced, are all the service laterals replaced? If not, what percentage of service laterals are replaced? If this value is not known, please provide an estimate.

Staff Response – Yes, practice has been to replace laterals to the curb stop whenever the main is being replaced. All curb stops and necessary appurtenances are replaced during watermain replacement projects.

Curb and Gutter

- When a street is reconstructed, are the reconstruction costs related to curb and gutter assigned 100% to the Storm Water Utility assets?

Staff Response – Curb repairs are typically assigned to water laterals/hydrant leads on reconstruction efforts. New curb, like on Holscher Road, has been assigned to the Storm Water utility.

- If not, what proportion of the curb and gutter costs are assigned to Water Utility Plant assets and to Street Plant assets?

Staff Response – See answer to previous question.

- Do Village construction standards require curb and gutter? If there were no SWU, would the Village continue to require curb and gutter, as it did before the SWU was created around 2010?

Staff Response – Yes, Village standard includes curb. Yes, we would require curb and gutter regardless of the presence of a stormwater utility.

- What is the rationale for assigning curb and gutter costs to the SWU as the costs are assigned now?

Staff Response – This would be similar to the pavement/water main rationale: it is a widely accepted methodology for assigning cost to a particular utility. That being said, other municipalities choose to assign more or less than the percentages described here.

Rates and Taxes

- What is the property tax bill increase for next year for the median-priced residence (please provide the median price and the absolute and percentage tax increase).

Staff Response – Please note the following proposed in the 2022 Budget:

1/1/2020 Median Home Value	\$	295,100	\$	1,838.97	
1/1/2021 Median Home Value	\$	312,300	\$	1,927.74	\$ 88.77
				5.83%	4.83%

2. The Village substantially increased water rates this year. The Public Service Commission of Wisconsin ranks the state's water utilities according to what an average residential customer pay. What was the ranking percentage for the average McFarland customer before and after the rate change?

Staff Response – The PSC no longer conducts this ranking service. The requested information is not available.

It should be noted also in response to this question the frequency by which rate cases have taken place over the years. In 2021 the Village was authorized for a 28% increase in which the last conventional rate increase had not been previously issued since 2001. Prior to this year only two simple rate increases were issued at 3% in 2010 and 2019.

3. All residential customers of the Storm Water Utility pay the same rate, known as the Equivalent Residential Unit (ERU), regardless of lot size or what percentage of the lot is impermeable surface. So does a residential customer with a larger house and a three car garage and three lane driveway pay the same as a residential customer with a smaller house with a one car garage and one lane driveway pay the same each month to the SWU?

Staff Response – Yes, this is how the Village's SWU (and most other municipal SWUs) was created. The premise is that the administrative burden to track single family home sites would cost all users more, so that only non-single-family sites are tracked that tightly. An example of this is like going to a buffet. Two people go in, one consumes 4 plates of food and the other consumes 1 plate, yet they are charged the same.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 19, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the board, commission, and committee restructuring project.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village Board is working through a process to consider changes to its board, commission, and committee structure. There are a number of different items they are considering in that process. The Committee was emailed a copy of that process and timeline previously. The initial proposal is for the Village Board to consider combining the Public Works and Utilities Committees going forward as one group.

Included in the packet is an email from Marc Nielsen requesting discussion on this topic by the Committee and his views on the change.

Additionally, also provided is the worksheet prepared by Staff outlining some background on this concept.

The Committee of the Whole is working through the review of these concepts. They held their first review at their meeting on October 11th and will again be reviewing this group at their meeting on October 25th. We will discuss further in the meeting.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action necessary on this item.



ATTACHMENTS:

1. Request to Add Committee Combination
2. A(4) PWUC Worksheet 09152021

Aimee Irwin

From: mnielsen4@frontier.com
Sent: Thursday, October 14, 2021 8:28 AM
To: Edward Wreh
Cc: Jim Hessling; Aimee Irwin; Cassandra Suettinger
Subject: Request To Add Committee Combination to Oct. 19 PUC Agenda

Hello, Ed. I would like to include an agenda item for the Oct. 19 PUC meeting. It is a discussion of the pro's and cons of combining the PUC and PWC. This is timely as this issue is being discussed within the Village government now.

Here are my thoughts on this issue, which could be included with the meeting materials as a discussion springboard:

1. There is extremely little overlap in the responsibilities of the two committees.

Although Village Public Works Department (PWD) employees may perform different tasks that are under the purview of both the PWC and PUC, the responsibilities of the two committees are unique and distinct. The only time the responsibilities overlap is when road construction or re-construction is undertaken which also includes water main or sewer work. Then the committees meet jointly to prioritize projects, to recommend to the Board the letting of bids for the projects, and to recommend to the Board the selection of winning bids.

Other than that, there is very little, if any, overlap. PUC members must be knowledgeable in utility finance, rate-making, setting terms and conditions of service, metering, customer programs (such as the salt reduction pilot), working with other governmental entities such as MAMSWAP and MMSD) and have working knowledge of utility operations and maintenance. When necessary, PWD staff and/or the Village's consulting engineer are available to inform the PUC members regarding engineering-related issues, such as well and water tower maintenance issues. The PUC is not responsible for the maintenance and construction of storm water management projects (that is the purview of the PWC), but instead is responsible for setting the rates charged to customers for the Storm Water Utility.

On the other hand, the PWC Committee advises the Village Board on policies and programs involving the maintenance and construction of Village facilities, streets, and sidewalks; stormwater management and erosion control projects; solid waste management and recycling; and the maintenance and acquisition of public works vehicles and equipment.

As can be seen, there is extremely little overlap in these functions.

2. A different skill set is necessary to function effectively on each committee.

Given the specific knowledge, skills and abilities (KSA) sets necessary to function effectively on each of these respective committees, it is unlikely that a member of a combined committee would have the range of KSA to make well-informed votes as issues are decided in committee. We have been fortunate to have Chris Fredrick on both committees, but he is an exception. There are not likely to be many Village residents with his wide-ranging skill set. Most potential committee members would not be able to make well-informed decisions on the full range of issues that would come before a combined PWC/PUC. A different skill set is necessary to function effectively on each committee.

3. There would be very little PWD or consulting engineer time saved by combining the committees.

Currently the committees meet separately each month, and the PWD director and select PWD staff attend both meetings. The Village's consulting engineer also often attends portions of the meetings.

Combining the two committees would not decrease the amount of time the agenda issues would need to be discussed. All of the agenda items would need to be addressed and discussed, whether they be related to public works or Village utilities. In fact, the discussion time may need to be expanded in order to educate the members on issues they are not familiar and have no basis in knowledge for addressing. For example, I have a utility background, but absolutely no background in acquisition and maintenance of buildings, streets, sidewalks, maintenance equipment, etc., so would need to be informed during the meetings before making an informed vote on an issue. Likewise, it is unlikely that all PWC members have a background in utility finance, planning and regulation. There would be very little PWD or consulting engineer time saved by combining the committees.

Thank You,

Marc Nielsen

Public Works/Utilities Committee Worksheet

Link to Current Code Language

- [Public Utilities Committee](#) – Section 2-429
- [Public Works Committee](#) – Section 2-448

Current Structure

- Public Utilities Committee
 - Total Members = 7 (2 Trustees, 5 Residents)
 - Village Board members appointed annually, residents on staggered 5 year terms.
 - Village Board members are appointed as Chair and Vice-Chair.
 - Public Works Director is an Ex-Officio member (no voting rights).
 - Third Tuesday of each month at 6:00 pm.
- Public Works Committee
 - Total Members = Not Defined (at least 2 Village Board members, Resident members open ended)
 - Village Board members and Resident members appointed annually.
 - Village Board members are appointed as Chair and Vice-Chair.
 - Second Tuesday of each month at 6:00 pm.

Recommended Structure

- Total Members = 7 (2 Village Board members, 5 Residents)
 - Alternative consideration of 5 members (1 Village Board member, 4 Residents).
- Village Board members appointed annually. Residents serve staggered 3-year terms.
- Village Board members Serve as Chair and Vice-Chair
- Meeting schedule date/time to be determined.

Essential Functions (Scope)

- Capital improvement planning for long range public improvements, facilities, vehicles, and equipment.
- Establish and review various fee schedules as applicable for relevant services provided.
- Policy development affecting operations and service delivery.
- Review of design plans and specifications intended for public construction. Let public construction projects for bidding and make recommendation on award.

- Responsible for the official map of the Village.
- Advise on transportation matters concerning local roads, highways, and pedestrian corridors.
- Development review as it impacts Departmental responsibilities.
- Service delivery evaluation and recommendation.
- Decision making authority for delegated responsibility (i.e. septic placement, traffic safety, etc.)
- Review and approve yearly reports submitted to Federal, State, and other regulatory agencies as needed.

Comparables

- [Verona](#) has a combined Standing Committee for this purpose. Refers to Section [62.14 Wis. Stats.](#) and addresses utilities in a similar fashion as our current code regarding the Public Utilities Committee. Membership of this group consists of 3 board members.
- [Oregon](#) has a combined Standing Committee for this purpose. Membership of this group consists of 3 board members.
- Waunakee operates a [Public Works Committee](#) and a [Utilities Commission](#). Both are made up of a combination of Trustee and Resident appointments. This is setup very similar to our current arrangement.
- [Monona](#) has a combined [Standing Committee](#) for this purpose. Membership of this group is made up of City Council Members and Residents. They reference Stat 62.14.
- Cottage Grove operates a [Public Works & Properties Committee](#) and a [Utility Commission](#). Membership includes one Village Board member, then 3-4 residents.
- Fitchburg functions with a [Board of Public Works](#). Membership is comprised of an alderperson, three residents and the mayor or their designee. The mayor or the designee is the chair and the alderperson is the vice chair.
- [Edgerton](#) functions with a Utility Commission and a Public Works Committee. Utility committee membership is comprised of two alderpersons and five residents. Public Works has three alderpersons.

Process Timeline – Review #1

- September 16th – Staff Prepares Draft Worksheet
- September 17th – Staff Distributes Draft Worksheet for Review
- October 1st – All Feedback Due back to Staff
- October 4th (week of) – Final Review
- October 11th at 5:30 pm – Committee of the Whole Review

Staff Support: Public Works Department

Original: September 15, 2021

Revisions: _____


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 19, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Presentation of the Public Works Director's monthly report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Sept 2021 Monthly Report

PUBLIC WORKS COMMITTEE
October 12, 2021

PUBLIC UTILITIES COMMITTEE
October 19, 2021

Public Works Directors Report
for
September 2021

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.

2021 Storm Water Improvements

Work on the 2021 storm water projects has been completed. This work included inlet repairs in the Pheasant Run area, waterway walkway repairs through the “The Cottages” off of Taylor road and storm pipe replacement on Lake Edge Road.

2021 Pavement Patching/Improvements

Several pavement patches around the village were completed in September. This also includes the entire roadway pavement replacement of Overlook Drive, Norma Road and a portion of Erling Avenue between Terminal Drive and Bremer Road.

2021 Pavement Road Work

Reconstruction of Renee Court, between Exchange Street and Lewis Lane was completed in September.

Pipe Cutter

As part of our equipment replacement, the department took delivery of a new watermain pipe cutter.

Antenna Upgrade Project

US Cellular has completed their antenna upgrade project on the Burma Road water tower. Dixon Engineering supervised over this project.

MMSD Presentation

The Madison Metropolitan Sewerage District hosted a Salt Saver informational display at the recent Lions Food Cart event held at Larson Park. This was another opportunity to interact with the public and promote salt conservation efforts.

Watermain Break

The department repaired a watermain break on Badger Street on the evening of September 27.

Meetings/Training/Seminars

A majority of meetings were held by electronic means and some were in person. Those meetings include:

- SCRUPS - Larson
- WDNR Reforestation Program - Larson
- APWA PWX Conference - Irwin & Igl
- APWA monthly board meeting - Igl & Hessling
- Boy Scouts (McDaniel Park) - Larson
- Classic Collection System Seminar - Pospyhalla & Igl
- EPA Introduction to Cybersecurity Workshop - Hessling

2021 WATER SYSTEM IMPACT FEES

Collected in Month	2021 Fees	2020 Fees	2021 Impact Fee Distribution		
			Tower	Main	Well
January	-	1,950.00	-	-	-
February	5,851.00	4,550.00	3,298.86	936.16	1,615.98
March	3,900.00	4,550.00	2,198.88	624.00	1,077.12
1st Quarter Total	9,751.00	11,050.00	5,497.74	1,560.16	2,693.10
April	1,950.00	10,402.00	1,099.44	312.00	538.56
May	650.00	1,950.00	366.48	104.00	179.52
June	1,950.00	3,250.00	1,099.44	312.00	538.56
2nd Quarter Total	4,550.00	15,602.00	2,565.36	728.00	1,256.64
July	650.00	3,900.00	366.48	104.00	179.52
August	-	2,600.00	-	-	-
September	1,300.00	1,950.00	732.96	208.00	359.04
3rd Quarter Total	1,950.00	8,450.00	1,099.44	312.00	538.56
October	-	1,950.00	-	-	-
November	-	9,101.00	-	-	-
December	-	18,701.16	-	-	-
4th Quarter Total	-	29,752.16	-	-	-

HISTORICAL WATER IMPACT FEE TOTALS

2021 Total	16,251.00		9,162.54	2,600.16	4,488.30
2020 Total	64,854.16		38,222.36	10,020.80	16,611.00
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