

VILLAGE OF MCFARLAND

Joint Public Works and Public Utilities Committees Minutes

Tuesday, August 10, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Ed Wreh, Chair of the Public Utilities Committee, called the joint meeting of the Public Works and Public Utilities Committee to order at 6:01 PM in the Community Room. This meeting was held via Zoom.

Members present: Ed Wreh, Carrie Nelson, Pauline Boness, Chris Fredrick, Marc Nielsen, Eric Kryzenske, Marv Meyers, Jerry Adrian, Justin Rupert, Chris St. Clair and, Village President, Carolyn Clow.

Members not present: Christopher Reynolds and Peter Robinson

Staff Present: Jim Hessling (Director of Public Works), Lee Igl (Streets and Utilities Superintendent), Matt Schuenke (Village Administrator), 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. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding the Paving and Utility Improvement Plan.*

Brian Berquist provided background regarding this item. The Pavement and Utility Improvement Plan was previously presented to both committees for review. Following initial review, staff along with Town & Country Engineering updated projects, the year in which projects are projected to occur and cost projections. The updated draft of this plan is included within the packet. Berquist reviewed the projects included within the plan for 2022 and 2023.

- Pauline Boness asked what the RC abbreviation signifies within the plan. Brian Berquist stated that RC stands for rural conversion which would add curb and

gutter to the roadway.

- Marc Nielsen expressed that the allocation of 50% of street replacement costs being expended to the water utility appears to be excessive and a policy issue that could be further discussed. Berquist responded that the allocation to water utility is historical of the Village but could be reviewed.
- Carolyn Clow asked if the presented plan includes funds that help to adequately address pavement conditions. Berquist responded that the fund estimates will help to address pavement concerns and connect to the WISLR model which estimates the funds required.
- Eric Kryzenske asked if sanitary sewer would be added to Terminal Drive if not present. Berquist stated that sanitary sewer would be added from Lift Station 4 to the north.
- Jerry Adrian was concerned about the adjustments from the previous review, for example, the changes to Overlook Drive. Berquist responded that during the field review it was assessed that the pavement appeared to be a surface layer failure for Overlook Drive. The 2021 work projected for Overlook Drive would include mill and overlay of the roadway.
- Ed Wreh asked what the expenditures are to date for the Broadhead Street 2021 construction. Berquist believes the project is under budget but is still wrapping up final expenses. Additional information can be shared with the committee once tabulated.

Matt Schuenke reiterated that the work planned in 2021 for Overlook Drive would be a complete mill and overlay process. Carolyn Clow expressed that the residents on Overlook Drive would be receiving more benefit with the presented plan versus previous plans for only patch work.

- Ed Wreh asked about the longevity of the repair work on Overlook Drive. Berquist stated an anticipated 10 to 15 years estimated life for the mill and overlay work.
- Carolyn Clow asked what contractor will be completing the work in 2021. Berquist responded Payne and Dolan, who is the subcontractor of Cattell.
- Pauline Boness asked if the Paulson Road connection was included with the project scope. Berquist responded that the connection had been included.
- Jerry Adrian asked how often the police or fire department had utilized Storck Road to access the Interstate. Schuenke responded that approximately two times per month.
- Chris Fredrick asked if Madison would share in any costs for repairs to Storck Road. Schuenke responded that it would be unlikely that Madison would share in the expenditures.
- Chris St. Clair asked if new roadways would need to be added to this plan in the future. Schuenke responded that the plan will be revised on an annual basis which could result in additions and other changes.
- Pauline Boness asked about additional utility projects that have been identified but not included within the presented plan. Schuenke responded that the presented plan is meant to set up the paving plans. Other projects related to

facility needs will be added to CIP and reviewed at a future meeting.

Motion by Ed Wreh, second by Justin Rupert, to recommend approval to the Village Board regarding the Paving and Utility Improvement Plan. Motion carries 10 - 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding Town and Country's proposal for design services for the 2022 Paving and Utility Improvement projects.

Matt Schuenke provided that, following the previously approved plan, we now need to begin designing the projects for 2022. Design plans would occur over the winter and bidding would occur in the spring of 2022 for work completion in the summer. Berquist reviewed the included proposal for the design services related to the 2022 Paving and Utility Improvement projects.

- Carrie Nelson reviewed a typo within the proposal which Berquist acknowledged and stated that the typo would be corrected.
- Carrie Nelson asked about the third party items identified in the proposal in terms of the likelihood of them occurring. Berquist reviewed the items listed and their likelihood of being required.

Motion by Chris St. Clair, second by Ed Wreh, to recommend approval to the Village Board regarding Town and Country's proposal for design services for the 2022 Paving and Utility Improvement projects. Motion carries 10 - 0 - 0.

c. Update and discussion regarding sewer rates and the sewer rate study

Berquist provided background regarding sewer rates and stated the last increase occurred in 2020. Presented to the committee was a chart depicting Madison Metropolitan Sewerage District (MMSD) rate multipliers data by year, including the various components of the rate charges. Also provided during the meeting was the true-up document for data through July 31, 2021. Berquist provided the key takeaways, including O&M expenses that were higher than projected, along with user charge revenues. Berquist will need to further review the O&M expenses with staff and would recommend review of this data once audited numbers have been compiled for 2021. By delaying the rate increase during 2020, the utility did not receive an additional \$180,000 in revenue.

- Ed Wreh asked why the sewer rate increase was delayed from April to August 2020. Schuenke responded that the delay was caused by the COVID-19 pandemic and matched other agencies or municipalities that also delayed rate increases due to the pandemic.

d. Discussion and action to make a recommendation to the Village Board regarding the utility's meter reading and installation process.

Aimee Irwin provided background for the possible future of meter reading for the utility. Additional information was provided to the committee members regarding the funding for the meter replacement project. It is recommended that the replacement project will

occur over a three-year period. Hardware/software costs, including any contractor for installation, would be funded by borrowed money through the water utility. Service fees or annual fees will be funded through the Support Services line of the utility and would require an increase for future budgets. Irwin also stated that if a change is approved, a Public Service Commission (PSC) Construction Authorization would be required.

- Chris Fredrick asked if the process could be extended over a longer period of time or would the three year approach be more appropriate. Fredrick also asked if the utility was experiencing failures with the 60W or 100W endpoints. Irwin responded that it is recommended that the replacement schedule occur over a three-year period to condense the time for reading software and varied hardware in the field. The utility has not experienced any 60W or 100W endpoints failing.
- Marc Nielsen asked if the cost of installation qualifies to be included in the capital funds. Irwin responded that it is anticipated that the contractor installation costs would be included within the capital funds.
- Chris St. Clair asked if there was an option to lease the hardware. Irwin stated that the utility is required to own the meter hardware in the field.

Motion by Ed Wreh, second by Chris Fredrick, to recommend to the Village Board approval of the meter reading process for the utility to a cellular AMI format and contracting the installation process. Motion carries 6 - 0 - 0. This motion was established and voted on by the Public Utilities Committee.

e. Presentation of the Public Works monthly report.

This item was reviewed out of order. Jim Hessling presented the monthly Public Works report for July and asked if there were any questions.

- Chris Fredrick asked what caused the damage to the forcemain at McDaniel. Hessling responded that there was no specific indication but a kink was found in the pipe which had been repaired.
- Carrie Nelson asked if there had been any feedback regarding the anticipated rate increase. Aimee Irwin stated that the Public Works office has not received any phone calls or emails about the anticipated water rate increase.
- Ed Wreh asked if the sewer forcemain issue at McDaniel contributed to the restrooms being closed and if they had been reopened. Hessling responded that restrooms were shut down due to the sewer issue but they are open now.

4. SCHEDULE NEXT MEETING DATE.

- a. Public Works: Tuesday, September 14, 2021 at 6:00 p.m.*
Public Utilities: Tuesday, September 21, 2021 at 6:00 p.m.

5. ADJOURNMENT.

Motion by Ed Wreh, second by Chris Fredrick, to adjourn at 7:58 p.m. Motion passed 6-0-0

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,
Aimee Irwin
Assistant to the Public Works Director