VILLAGE OF MCFARLAND

Public Works & Utilities Committee

NOTICE OF PUBLIC MEETING

Monday, July 25, 2022 **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/87621349033
Or by Telephone: +1 (312) 626-6799
Webinar ID: 876 2134 9033
Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.
   a. This is an opportunity for members of the public to address the Public Works & Utilities Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 public.works@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 Works & Utilities meeting held on June 27, 2022.

4. BUSINESS.
   a. Discussion and action to make a recommendation to the Village Board regarding the 2023-2027 Capital Improvement Plan (CIP).

   b. Update and discussion regarding sanitary sewer rates.

   c. Discussion regarding the Paulson Road project and action to schedule a Public Information Meeting.

   d. Discussion and action to make a recommendation to the Village Board regarding a Request for Proposal (RFP) for yard waste and drop-off site services.

   e. Discussion on transition of the Village's meeting format effective August 1, 2022.

5. SCHEDULE NEXT MEETING DATE.
   a. Monday, August 22, 2022 at 6:00 p.m.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Public Works & Utilities Committee Minutes

Monday, June 27, 2022 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee St. Claire called the regular meeting of the Public Works & Utilities Committee to order at 6:08 PM in the Community Room of the Municipal Center. This meeting was held via Zoom webinar.

Members present: Chris St. Clair, Carolyn Clow, Pauline Boness arrived at 6:14 p.m., Marc Nielsen, Chris Fredrick, Jerry Adrian

Members not present: Marv Meyers, Eric Kryzenske

Staff Present: Village Administrator Matt Schuenke, Public Works Director Jim Hessling, Streets and Utilities Superintendent Lee Igl, Assistant to the Public Works Director Aimee Irwin, and Town and Country staff Tim Stieve and Brian Berquist

2. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Public Works & Utilities Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 public.works@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 Public Works & Utilities meeting held on May 23, 2022.*

Motion by Village Trustee Chris St. Clair, seconded by Village President Carolyn Clow, to approve the minutes from the Public Works & Utilities meeting held on May 23, 2022. Motion carries 3 - 0 - 2 (St. Clair and Clow abstained).

4. BUSINESS.

a. *Presentation by Madison Metropolitan Sewerage District (MMSD).*

Michael Mucha provided an overview of Madison Metropolitan Sewerage District. Mucha reviewed the cost drivers for MMSD over the upcoming years including aging infrastructure, regulatory compliance, growth and climate. Due to these cost drivers, MMSD will see major increases in capital expenses over the next six years. The increases at MMSD will result in an estimated 9% increase in service charges for

customers.

- Marc Nielsen asked if the capacity upgrades would be the result of adding customers and if, by adding customers, that would also add revenue. Mucha responded that the capacity upgrades are for additional customers through their connection charges. Nielsen asked if the 9% service charge increase is what McFarland should expect to see. Mucha stated yes, that is what McFarland should expect to see.
- Village President Clow asked what initiatives are being undertaken to assist low income customers. Mucha responded that little could be done. However, MMSD tries to keep their expenditures low.
- Chris Fredrick asked if McFarland had not received an increase due to sending less volume. Mucha responded that volume is a part of it and McFarland's Inflow and Infiltration work is making a difference.

b. *Update and discussion regarding sanitary sewer rates.*

Brian Berquist provided background related to sanitary sewer rates. Provided to the committee there was a true-up of previously calculated data and a 10 year look ahead. The provided chart assumes that rates will remain the same for 2022 and a possible increase in 2023.

- Village President Clow asked why the committee was reviewing assumptions. Berquist responded that reviewing the assumptions is underway with the goal of returning the sewer utility to a positive financial position. At this time, the sewer expenses exceed the revenues received. Berquist added that upcoming projects such as the lift station upgrade and future east side interceptor growth would result in additional increases in expenses for the sewer utility.
- Fredrick asked what the percentage increase would be for the average customer. Berquist responded that an approximate 18% increase could be seen in 2023 if rates are increased.
- Boness asked how the gallons added per year were calculated. Berquist stated that the additional gallons are from adding estimated new customers based on equivalent meters. Boness asked how conservation efforts on the water side were incorporated into the 10 year plan presented. Berquist responded that the presented plan is showing conservatively low new customers being added to the system in response to conservation efforts.
- Village President Clow asked if a year is added each year to have a 10-year plan. Berquist explained that the plan is based on the most recent audited year, which is 2021. Once another year is audited, that would be the start and a new year to the projections would be added.

c. *Presentation and discussion regarding the draft 2023-2027 Capital Improvement Plan (CIP).*

Village Administrator Schuenke provided an overview of the draft Capital Improvement Plan (CIP) for Public Works which stems from the 10-year plan created and maintained by Town and Country Engineering. Berquist reviewed the provided 10-year plan which begins with 2023 projects and goes through 2031.

- Nielsen asked if any assumptions had been updated from recent discussions regarding water utility allocations. Berquist responded that the 50% assumption has not been updated but could be based on the direction of the committee.
- Boness asked if funds previously collected would help pay for the Broadhead project within 2024. Berquist clarified the area of the Broadhead project and stated that this project may shift depending on development plans.
- Fredrick suggested delaying projects that encompass the US HIghway 51 corridor project until that project has been completed. Berquist responded that some projects are included in order to move water main out of the way.
- Adrian asked if the loop from South Court would interfere with the US Highway 51 project. Berquist stated there would be some overlaps but not a big impact.
- Village President Clow asked if the projected costs within the 10-year plan include anticipated cost increases. Berquist stated that the costs are at present worth value, however inflation is factored in once the project moves to the design phase.

d. *Discussion and action to make a recommendation to the Village Board regarding a proposal for sidewalk maintenance.*

Lee Igl provided an overview of the project history related to sidewalks. Most recently, the sidewalk project was included in the Terminal Drive Reconstruction (Contract A) as an optional supplemental bid. The Public Works and Public Utilities Committees rejected the optional supplemental bid at their March 8, 2022 meeting and directed staff to reach out to contractors for proposals. Enclosed within the packet is a proposal received from Farhner Asphalt which would include approximately 48 sidewalk squares being replaced.

- Trustee St. Clair asked if the previous year's dollars had been utilized for another project. Igl responded that the funds were not used in 2021. Trustee St. Clair asked how many total squares had been identified for replacement throughout the Village. Igl stated 700 locations have been identified for replacement. Schuenke stated that, if recommended, there are additional funds available through pedestrian ways that could be utilized for additional sidewalk replacement.
- Fredrick suggested bidding the sidewalk project earlier than the road reconstruction projects in hopes of finding contractors.

Motion by Village President Carolyn Clow, seconded by Village Trustee Chris St. Clair, to recommend approval to the Village Board regarding a proposal from Fahrner Asphalt for sidewalk maintenance up to $25,000. Motion carries 6 - 0 - 0.

e. *Discussion and action regarding funding allocation to the utilities fund associated with street projects.*

Hessling provided an overview of the funding allocation discussion that occurred with the former Public Utilities Committee. Committee member, Marc Nielsen, provided a brief synopsis of his suggestion for the committee to review the 50% allocation to the water utility. Nielsen recommends that the street costs percentage allocated to the water utility should be decreased and based on a calculated methodology.

- Village Trustee St. Clair asked if 50% of the street costs related to road reconstruction are allocated to the water utility. Berquist responded that the 10-year plan utilized a 50% allocation assumption for planning purposes. The actual amount that would be allocated to the water utility is trued-up based on actual project costs.

Tim Stieve reviewed an example of the 2022 Street and Utility Improvements-Contract B project and how costs are allocated to the specific utilities.

Motion by Village Trustee St. Clair, seconded by Boness, to postpone action regarding funding allocation to the utilities fund associated with street projects and to have staff further review allocations to better align with costs. Motion carries 6 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, July 25, 2022 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Village President Carolyn Clow, seconded by Adrian, to adjourn at 8:32 p.m.

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

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, July 25, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding the 2023-2027 Capital Improvement Plan (CIP).**

PREVIOUS ACTION:
The joint meeting of the Public Works and Utilities Committee recommended approval of the 10-year Paving and Utility Plan on August 10, 2021. The Village Board then affirmed that recommendation at its meeting on August 23, 2021.

The Public Works and Utilities Committee began reviewing the draft 2023-2027 Capital Improvement Plan at their June 27, 2022 meeting.

ISSUE SUMMARY:
Please find included within your packets the proposed 5 year Capital Improvement Plan for 2023-2027 as its related to the Public Works Department. The base of this plan is fueled by the 10 year Paving and Utility Plan that was established by this Committee in August of 2021. That plan is also updated and included in your packet for reference as well to review and adjust priorities where applicable. The full 5 year plan includes all other Capital needs for the Department including Utilities for vehicles, equipment, and other maintenance needs. This information was introduced at the last meeting and will be reviewed for a recommendation to the Village Board at the next meeting.

This document has been updated to reflect the following:

- Allocation shift on paving costs to the Water Utility have been reduced to 35% from 50%.
- A new line is included for sidewalk replacement separate from pedestrian ways.
- Final review of projects and their estimates is provided with changes to be noted in the meeting.
- A summary map has been included for reference.

FINANCIAL/BUDGET IMPACT:
Cost estimates and projections are included within the attachment.

VILLAGE PLAN REFERENCE:
None.

VILLAGE OF
McFarland

ORDINANCE REFERENCE:

Section 2-432(c) - "Preparing and recommending to the Village Board a capital improvement plan for public improvements, facilities, vehicles, and equipment."

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to recommend to the Village Board acceptance of the 2023-2027 Capital Improvement Plan (CIP) for the Public Works Department.

ATTACHMENTS:

1. 2023-2027 McFarland CIP - Public Works 07212022 mgs
2. Long Range CIP 07.20.22
3. Long Range CIP Map

2023-2027 McFarland Capital Improvement Plan

Funding Summary

By Department…	*2023*	*2024*	*2025*	*2026*	*2027*	*Total*
Administration						0
Facilities						0
Communications/Technology						0
Police						0
Fire and Rescue						0
Public Works	4,751,617	6,490,750	5,084,750	3,097,132	4,074,735	23,498,984
Senior Outreach						0
Library						0
Parks						0
Community Development						0
Total	4,751,617	6,490,750	5,084,750	3,097,132	4,074,735	23,498,984

By Fund…	*2023*	*2024*	*2025*	*2026*	*2027*	*Total*
General - Fund 100	27,250	27,250	30,000	27,250	27,250	139,000
Comm/Tech - Fund 200	-	-	-	-	-	-
TID #3 - Fund 305	-	-	-	-	2,685,385	2,685,385
TID #4 - Fund 310	-	-	-	-	-	-
TID #5 - Fund 315	-	-	-	-	-	-
Capital Projects - Fund 400	1,410,224	2,811,000	2,443,000	2,612,345	1,258,350	10,534,919
Parks - Fund 405	-	-	-	-	-	-
Utility - Fund 600	3,068,393	3,197,250	2,393,750	401,537	47,500	9,108,430
Stormwater - Fund 605	245,750	455,250	218,000	56,000	56,250	1,031,250
Total	4,751,617	6,490,750	5,084,750	3,097,132	4,074,735	23,498,984

Within Fund 400…	*2023*	*2024*	*2025*	*2026*	*2027*	*Total*
General Revenue	13,000	11,250	11,750	59,750	12,750	108,500
Grants	-	1,391,000	508,000	-	-	1,899,000
Intergovernmental	-	-	-	-	-	-
Borrowing	1,377,224	1,408,750	1,888,250	2,552,595	1,245,600	8,472,419
Reserves	20,000	-	35,000	-	-	55,000
Total	1,410,224	2,811,000	2,443,000	2,612,345	1,258,350	10,534,919

Within Fund 600 and 605…	*2023*	*2024*	*2025*	*2026*	*2027*	*Total*
Water	2,025,893	1,576,500	2,383,000	378,037	23,750	6,387,180
Sanitary Sewer	1,042,500	1,620,750	10,750	23,500	23,750	2,721,250
Storm Sewer	245,750	455,250	218,000	56,000	56,250	1,031,250
Total	3,314,143	3,652,500	2,611,750	457,537	103,750	10,139,680

Capital Improvement Program

Village of McFarland | *Prior Plan Approval/Inclusion Year:* **2020** **2021** **2022** **2023** **2024** **2025** **2026** **2027** | Program Year: 2023

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
E. Interceptor II (Design)	DPW											-			30,000		30,000
Exchange Street (Design)	DPW									50,000		50,000					50,000
Leak Locator	DPW											-		35,000			35,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Lift Station #2 (Build)	DPW											-			800,000		800,000
Patrol Truck	DPW									65,000	20,000	85,000		65,000	65,000	65,000	280,000
Paulson Road (Build)	DPW									593,750		593,750		517,500	123,500	134,250	1,369,000
Paving and Utility Plan	DPW									131,474		131,474		504,393			635,867
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck	DPW									12,000		12,000		12,000	12,000	12,000	48,000
Salt Brine Containment	DPW									75,000		75,000					75,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						2,000					2,000		2,000	2,000	2,000	8,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	27,250										-					27,250
Trailer	DPW						2,000					2,000		2,000	2,000	2,000	8,000
Tower Paint (Burma)	DPW											-		830,000			830,000
USH 51 (Design)	DPW									100,000		100,000		50,000			150,000

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year: **2020** **2021** **2022** **2023** **2024** **2025** **2026** **2027**

Program Year: 2024

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
CTH MN 5 (Design)	DPW									50,000		50,000					50,000
E. Interceptor II (Build)	DPW											-			750,000		750,000
Exchange Street	DPW							1,391,000		225,000		1,616,000		742,000	848,000	135,000	3,341,000
Landscape Rakes	DPW									25,000		25,000					25,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW									746,250		746,250		811,750			1,558,000
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck	DPW									12,500		12,500		12,500	12,500	12,500	50,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						2,250					2,250		2,250	2,250	2,250	9,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				295,000	295,000
Street Tree Planting	DPW	27,250										-					27,250

Capital Improvement Program

Village of McFarland | *Prior Plan Approval/Inclusion Year:* **2020** **2021** **2022** **2023** **2024** **2025** **2026** **2027** | Program Year: 2025

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
CTH MN 5 (Build)	DPW							508,000		260,000		768,000		571,000		184,750	1,523,750
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW									413,250		413,250		801,250			1,214,500
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck (Director)	DPW										35,000	35,000					35,000
Property Acquisition	DPW									350,000		350,000					350,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						2,750					2,750		2,750	2,750	2,750	11,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	30,000										-					30,000
Tool Cat Machine	DPW									65,000		65,000					65,000
Tower Paint (Holscher)	DPW											-		1,000,000			1,000,000
USH 51 Seg 7 (Build)	DPW									250,000		250,000					250,000
Vehicle Lift	DPW									200,000		200,000					200,000

Capital Improvement Program

Village of McFarland | *Prior Plan Approval/Inclusion Year:* **2020** **2021** **2022** **2023** **2024** **2025** **2026** **2027** | Program Year: 2026

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW									487,845		487,845		354,537			842,382
Pedestrian Ways	DPW						47,750			52,250		100,000					100,000
Pickup Truck	DPW									12,500		12,500		12,500	12,500	12,500	50,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,000					3,000		3,000	3,000	3,000	12,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW	27,250										-					27,250
USH 51 Seg 6 (Build)	DPW									1,750,000		1,750,000					1,750,000

Capital Improvement Program

Village of McFarland | *Prior Plan Approval/Inclusion Year:* **2020** **2021** **2022** **2023** **2024** **2025** **2026** **2027** | Program Year: 2027

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Facility (Design)	DPW									100,000		100,000					100,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW			2,685,385						698,600		698,600		-			3,383,985
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck	DPW						500			12,000		12,500		12,500	12,500	12,500	50,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,250					3,250		3,250	3,250	3,250	13,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW	27,250										-					27,250
Tractor	DPW									85,000		85,000					85,000

Village of McFarland
Conceptual Project List in Approximate Priority Order
Long Range ROW Infrastructure Improvements Plan
7/20/2022

Notes:
1. Pavement scores are WISLR output. The Village will almost certainly want/need to adjust this to accommodate other priorities.
2. WISLR does not do "first worst" ordering, but takes into account many other factors. (0-10 rating, 10 = new)
3. WISLR Model makes broad assumptions about curb repair and driveway aprons, nor does it factor in sidewalks or any underground needs.
4. Costs shown assumed entire scope described, and will need adjustment if scope is changed.
5. This list includes projects funded by TID/TIF sources.
6. This list assumes an approximate annual general fund expenditure of $500,000.
7. PR= Pavement Rehabilitation, SSR= Storm Sewer Rehabilitation, PUR= Pavement and Utility Rehabilitation, WR= Water Main Replacement, W= New Watermain, RC= Rural Conversion
8. Project costs assume that 35% of street replacement costs for projects that include water main replacement will be funded by the Water Utility.
9. Project costs assume 25% curb replacement.
Project Point Scoring System
10. 0= Rating above 6, 1= Rating 5 or 6, 2= Rating of 4, 3= Rating 3 or lower
11. 1= Projects with known sewer replacement needs
12. 1= Projects with known water replacement needs, water main greater than 50 years old, or main size 6-inches or less
13. 1= Projects with known storm sewer issues and needs
14. 1= Project with bicycle and pedestrian system needs identified in the Comprehensive Plan.
15. A previous iteration of this document was accepted by the Village Board on 08.23.21. This is a living document and as such is continually updated as additional project details become known.

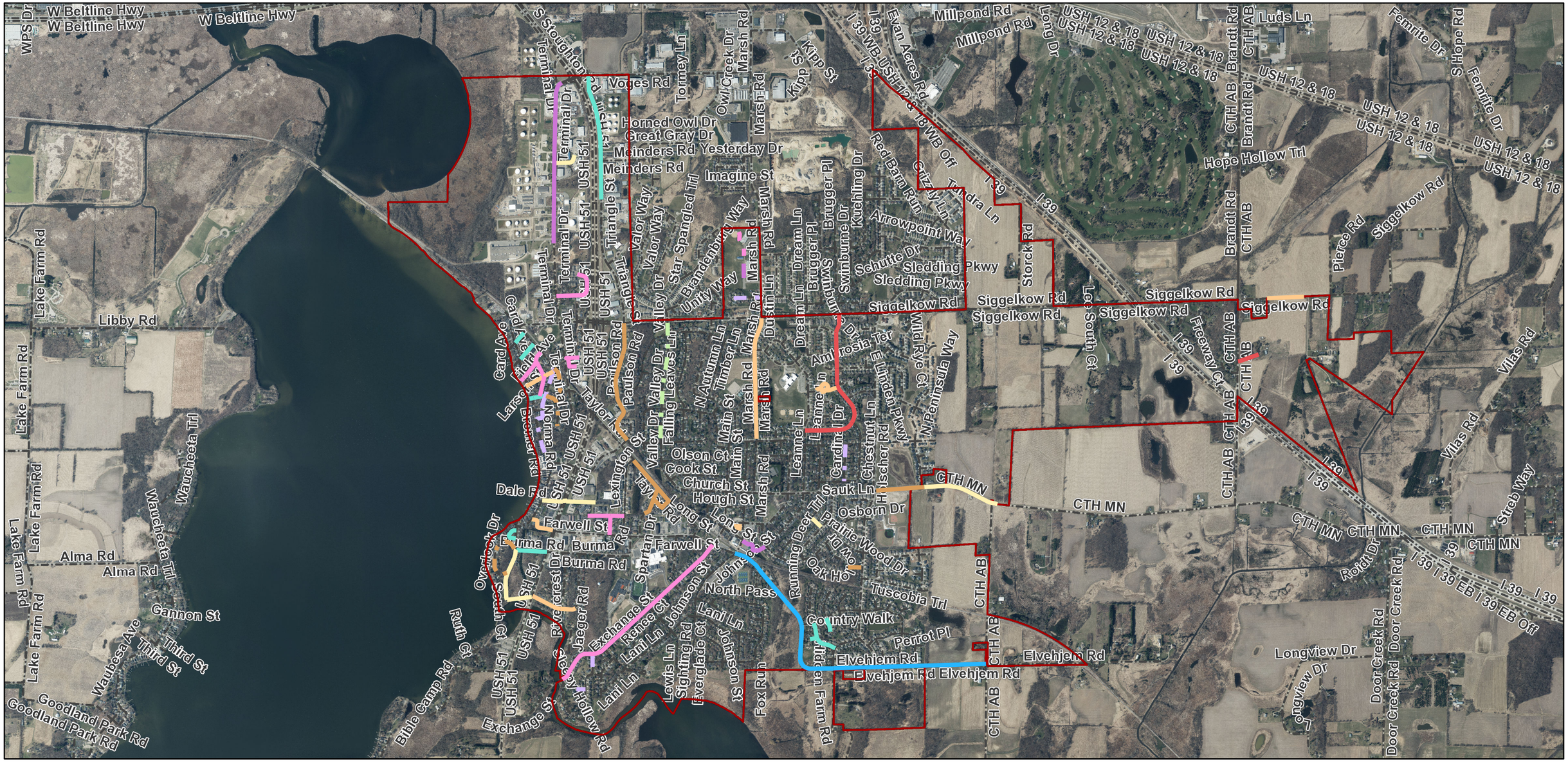
								PROJECT COSTS								PROJECT SCORING						
Year	**Street**	**From**	**To**	**Length**	**Width**	**Pvmt Rating**	**Action[7]**	**Street**	**TIF/TID Street**	**Sewer Utility**	**Water Utility**	**Storm Utility**	**TIF/TID Non-Street**	**Pedestrian**	**Total**	**Street[10]**	**Sewer[11]**	**Water[12]**	**Storm[13]**	**Ped and Bike[14]**	**Total**	**General Comments**
2023	Paulson Rd	Siggelkow Road	Ridge Road	2600	24	3	PUR	$593,700		$123,500	$517,500	$134,300			$1,369,000	3	1	1	1		6	This project includes a connection at current Termini that would allow for through-traffic.
2023	Broadhead Street/CTH MN Phase 4A Final Pavement	Holscher Road	North Peninsula Way	751	28	N/A	PR	$25,800							$25,800						0	This is for the final installation of surface course pavement, median island, and pavement markings.
2023	Farwell Drainage Ditch					N/A	WR	$105,674			$504,393				$610,100						0	This includes water main looping through the Cottages and replacement of main to Lexington.
2023		Holscher	Oak Hollow	277	8	N/A	Path Resurfacing							$22,900	$22,900							
2023	Various					N/A	Path							$77,100	$77,100							
2023	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$725,174**	**$0**	**$123,500**	**$1,021,893**	**$134,300**	**$0**	**$200,000**	**$2,204,900**							
2024	*Exchange Street*	*Sleepy Hollow Road*	*Farwell St*			*5*	*PUR*	*$1,081,000*		*$848,100*	*$741,900*	*$669,900*			*$3,340,900*	1	1	1	1	1	5	Partially funded by STP-URBAN grant. Amounts represent Village expenditures. Not included in year total where noted.
2024	Larson St	Erling Ave	Termini	751	28	2	PUR	$105,800			$184,400				$290,200	3		1			4	Pair with Glen
2024	Glen Rd	Larson St	Wisconsin Ave	850	21	3	PUR	$150,300			$242,400				$392,700	3		1			4	Pair with Larson
2024	Badger St	Dale St	Farwell St	350	32	5	PUR	$60,700			$143,500				$204,200	1					1	Pair with Dale St
2024	Dale St	Lexington St	Termini	850	32	4	PUR	$119,000			$241,500				$360,500	2		1			3	Pair with Badger St
2024	Ivywood Trl	Terminal Dr	Termini	1170	36	4	PR	$163,700							$163,700	2					2	This project scope is for pulverize and overlay with some allowance for base repair. Partially funded by LRIP grant ($20,500).
2024		Public Works Surface Asphalt				3	Parking Lot	$146,700							$146,700							
2024		Soccer	Curling Club	408	8	N/A	Path Resurfacing							$33,800	$33,800							
2024	Various					N/A	Path Resurfacing							$66,200	$66,200							
2024	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
					Year Total (Including Exchange Street)			**$1,827,200**	**$0**	**$848,100**	**$1,553,700**	**$669,900**	**$0**	**$200,000**	**$5,098,900**							
					Year Total (Excludes Exchange Street)			**$746,200**	**$0**	**$0**	**$811,800**	**$0**	**$0**	**$200,000**	**$1,758,000**							

								PROJECT COSTS								PROJECT SCORING						
Year	Street	From	To	Length	Width	Pvmt Rating	Action[7]	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Total	Street[10]	Sewer[11]	Water[12]	Storm[13]	Ped and Bike[14]	Total	General Comments
2025	USH 51 WM Crossing	Dale Rd Xing & along USH 51					WR				$165,200				$165,200	0		1			1	Pair with Dale Curtian and Dale Rd
2025	Dale Curtian Rd	USH 51	Termini	600	32	5	PR	$85,500							$85,500	1					1	Pair with WM Crossing
2025	Dale Rd	Lake Edge Rd	USH 51	375	37	4	PUR	$55,400			$160,200				$215,600	2		1			3	Pair with WM Crossing
2025	Broadhead Street/CTH MN Phase 4B	North Peninsula Way	CTH AB	1958	36	6	RC	$302,900			$706,400	$291,900			$1,301,200	1			1	1	3	Partially paid for by Dane County. Amounts represent Village expenditures.
2025	McFarland Ct	Terminal Dr	Termini	634	32	4	PR	$90,300							$90,300	2					2	
2025	South Ct	Burma Rd	Overlook Dr plus 600 ft	1200	18	3	PUR	$182,141			$338,373				$520,600	3		1			4	This budget inlcudes the addition of curb and gutter from Overlook Drive to the end
2025	South Ct	Overlook Dr plus 600 ft	Yahara Drive	550			W				$137,500				$137,500	0		1				Pair with South Ct PUR
2025		Glenway	Running Deer	256	8	N/A	Path Resurfacing							$21,200	$21,200							
2025	Various					N/A	Path Resurfacing							$78,800	$78,800							
2025	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$716,241**	**$0**	**$0**	**$1,507,673**	**$291,900**	**$0**	**$200,000**	**$2,715,900**							
2026	Yahara Dr	USH 51	Rivercrest Dr	581	32	5	PR	$89,700							$89,700	1				1	2	
2026	Yahara Dr	Rivercrest Dr	Indian Mound Dr	422	32	5	PR	$60,100							$60,100	1					1	
2026	Lakeview Ave	Bremer Rd	Termini	686	22	3	PUR	$99,295			$251,355				$350,700	3		1			4	
2026	Larson Beach Rd	Crossover USH 51	Bremer Rd / Lake Edge Rd	422	35	5	PR	$71,800							$71,800	1					1	
2026	Siggelkow Rd	CTH AB / Siggelkow Rd plus 601 ft	Pierce Rd / Siggelkow Rd	676	20	5	PR	$65,700							$65,700	1					1	
2026	Severson Rd	Lake Edge Rd	Farwell St	650	32	5	PUR	$101,250			$103,182				$204,500	1		1			2	
2026		Library Parking Lot				5	Parking Lot	$53,900							$53,900							
2026		Black Walnut Ct	Wild Cherry Ln	370	8	N/A	Path Resurfacing							$30,600	$30,600							
2026		Cedar Ridge Park	Gazebo Loop	604	8	N/A	Path Resurfacing							$49,900	$49,900							
2026	Various					N/A	Path Resurfacing							$19,500	$19,500							
2026	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$541,746**	**$0**	**$0**	**$354,537**	**$0**	**$0**	**$200,000**	**$1,096,400**							

								PROJECT COSTS								PROJECT SCORING						
Year	Street	From	To	Length	Width	Pvmt Rating	Action[7]	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Total	Street[10]	Sewer[11]	Water[12]	Storm[13]	Ped and Bike[14]	Total	General Comments
2027	N Terminal Drive	Lift Station 4	USH 51	3500	32	5	RC		$2,201,769				$483,616		$2,685,385	1			1		2	
2027	Marsh Rd	Red Oak Trl / Wellington Cir	Siggelkow Rd	739	44	5	PR	$235,800							$235,800	1				1	2	This estimate includes concrete pavement replacement at the intersection with Siggelkow
2027	Marsh Rd	Eighmy Rd	Red Oak Trl / Wellington Cir	2000	42	5	PR	$360,200							$360,200	1					1	
2027		Soccer Parking Lot				4	Parking Lot	$102,600							$102,600							
2027		Osborn Drive	Milwaukee St	640	8	N/A	Path Resurfacing							$52,900	$52,900							
2027	Various					N/A	Path Resurfacing							$47,100	$47,100							
2027	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$698,600**	**$2,201,769**	**$0**	**$0**	**$0**	**$483,616**	**$200,000**	**$3,583,985**							
2028	Triangle Street	Siggelkow Rd plus 2700 feet	Voges	2609	40	6	RC		$1,075,800				$233,900		$1,309,700	1			1	1	3	This estimate amount includes the installation of a new path for the length of the entire project.
2028	Wisconsin Ave	Bremer Rd / Norma Rd	Termini	318	20	3	PUR	$57,681			$91,799				$149,480	3		1			4	
2028	Field Ave	Erling Ave	Card Ave	650	42	4	PUR	$114,800			$139,637				$254,437	2		1			3	
2028	Wild Flower Ct	Country Walk / Forest Ridge Ct	Termini	264	32	5	PR	$37,600							$37,600	1					1	
2028	Lake Edge Dr	South Ct	loop	400	35	6	PUR	$47,266			$105,539				$152,805	1		1			2	
2028	Beckler	Card Ave	Erling Ave	264	26	5	PR	$31,700							$31,700	1					1	
2028	Bird Song Ct	Morning Dove Dr	Termini	158	32	5	PR	$22,500							$22,500	1					1	
2028	Morning Dove Dr	Hidden Farm Rd plus 422 ft	Country Walk / Spring Pond Ct	423	32	5	PR	$60,300							$60,300	1					1	
2028	Morning Dove Dr	Hidden Farm Rd	Bird Song Ct	320	32	5	PR	$45,600							$45,600	1					1	
2028	Burma Rd	Overlook Dr / South Ct	USH51	640	32	4	PR	$91,200							$91,200	2					2	
2028	Various					N/A	Path Resurfacing							$100,000	$100,000							
2028	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$508,647**	**$1,075,800**	**$0**	**$336,975**	**$0**	**$233,900**	**$200,000**	**$2,355,322**							
2029	Creamery/Elvehjem Road	Milwaukee Street	CTH AB	7132	36	5	RC	$1,402,200			$569,400	$1,338,200			$3,309,800	1					1	
2029	Various					N/A	Path Resurfacing							$100,000	$100,000							
2029	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$1,402,200**	**$0**	**$0**	**$569,400**	**$1,338,200**	**$0**	**$200,000**	**$3,509,800**							

Year	Street	From	To	Length	Width	Pvmt Rating	Action[7]	PROJECT COSTS: Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Total	PROJECT SCORING: Street[10]	Sewer[11]	Water[12]	Storm[13]	Ped and Bike[14]	Total	General Comments
2030	Black Walnut Dr	Wild Cherry Ln	Smith Ridge Rd	1267	36	6	PR	$199,500							$199,500	1					1	
2030	Black Walnut Dr	Smith Ridge Rd	Siggelkow Rd / Carncross Dr	1900	36	6	PR	$299,200							$299,200	1					1	
2030	Black Walnut Dr	Black Walnut Ct / Leanne Ln plus 316 ft	Wild Cherry Ln	106	36	5	PR	$16,700							$16,700	1					1	
2030	Various					N/A	Path Resurfacing							$100,000	$100,000							
2030	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$515,400**	**$0**	**$0**	**$0**	**$0**	**$0**	**$200,000**	**$715,400**							
2031	N Bremer Road	Erling Ave	Bellevue Ct	1000	32	6	PUR	$114,500			$469,700				$584,200	1		1			2	
2031	Ahren Ln	Meredith Way	Exchange St	528	32	7	PR	$75,200							$75,200	0					0	
2031	S Bremer Road	Larson Beach Rd plus 200 ft	Bellevue Ct	1200	32	7	PUR	$227,868			$544,800				$772,700	0		1			1	
2031	Brendan Ct	Termini	Meredith Way	211	32	7	PR	$30,100							$30,100	0					0	
2031	Cardinal Dr	Curtis St	Sauk Ln	739	36	6	PR	$116,400							$116,400	1					1	
2031	Calico Ct	Marsh Rd / Calico Dr	Termini	580	32	5	PR	$82,600							$82,600	1					1	
2031	Various					N/A	Path Resurfacing							$100,000	$100,000							
2031	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$646,668**	**$0**	**$0**	**$1,014,500**	**$0**	**$0**	**$200,000**	**$1,861,200**							
2032	Valley Drive	Siggelkow Road	Ridge Road	2600	42	6	PR	$829,859							$829,900	1						Includes new sidewalk, one side. Sidewalk is not in capital improvement plan.
2032	Various					N/A	Path Resurfacing							$100,000	$100,000							
2032	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$829,859**	**$0**	**$0**	**$0**	**$0**	**$0**	**$200,000**	**$1,029,900**							
2033	Overlook Dr	Burma Rd / South Ct	South Ct	1373	18	8	PUR	$176,065			$380,861				$557,000	0		1			1	
2033	Erling Ave	Bremer Rd	Terminal Dr	700	36	8	PUR	$86,900			$171,900				$258,800	0		1			1	
2033	Norma Rd	Termini	Bremer Rd / Wisconsin Ave	898	36	8	PUR	$126,600			$277,900				$404,500	0		1			1	
2033	Various					N/A	Path Resurfacing							$100,000	$100,000							
2033	Various					N/A	Sidewalk Replacements							$100,000	$100,000							
							Year Total	**$389,565**	**$0**	**$0**	**$830,661**	**$0**	**$0**	**$200,000**	**$1,420,300**							
							TOTAL FOR YEARS 1-11 (Excludes Exchange Street)	**$7,720,301**	**$3,277,569**	**$123,500**	**$6,447,439**	**$1,764,400**	**$717,516**	**$2,200,000**	**$22,251,107**							
							TOTAL FOR YEARS 1-11 (Includes Exchange Street)	**$8,801,301**	**$3,277,569**	**$971,600**	**$7,189,339**	**$2,434,300**	**$717,516**	**$2,200,000**	**$25,592,007**							

Draft Infrastructure Improvements Plan



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Draft CIP

- 2023
- 2024
- 2025
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- Village
- Road Centerlines

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Village Staff
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VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, July 25, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Update and discussion regarding sanitary sewer rates.**

PREVIOUS ACTION:
The Public Works & Utilities Committee previously began discussion regarding sanitary sewer rates during their June 27, 2022 meeting.

The Village Board authorized a rate increase of 22 percent back in February 2020.

ISSUE SUMMARY:
As part of the 2022 budget, a study on sanitary sewer rates is underway. Town and Country, the village's engineer, will provide a brief update on the progress of the study.

Rates for the sanitary sewer system were last adjusted in 2020. One of the largest expenditures within the sanitary sewer system is the MMSD charges. Other operating costs have increased over the same period.

Town & Country is recommending the Village to consider a stepped increase to the variable charges only and leave the fixed charges static to help minimize the impact on the smaller users. If all the assumptions presented by Town & Country hold, this would help bring the sewer utility back to a positive financial position in 2025.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
No action at this time. Discussion only.

ATTACHMENTS:
1. T&C Email regarding rates 07.21.2022

2. 2022 User Charge System

From: Brian Berquist <brian@tcengineers.net>
Sent: Thursday, July 21, 2022 7:01 AM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Cc: Tim Stieve <tstieve@tcengineers.net>
Subject: RE: PW&U meeting

Jim-

Attached please find a summary chart showing the potential cash flows for the sanitary sewer utility. The chart has all of the assumptions discussed with the Committee in June regarding projected growth, average household usage, and MMSD costs, while providing for the Lift Station #2 and Exchange Street work and stocking away funds each year for future system replacements.

We suggest the Village consider the following stepped increase to the variable charges only (leaving the fixed charges static will help minimize impact to the smaller users):

Proposed Step Increases to Variable Charge (no change to Fixed)
2023 +$1.50
2024 +$1.00
2025 +$1.00
2026 +$0.50

If all other assumptions hold, this would bring the Utility back to positive position in 2025. The chart below illustrates the projected cash position.

Feel free to call with any questions. We will plan on attending the meeting to present this information.

Regards,

Brian
Brian R. Berquist, P.E., President
brian@tcengineers.net
Town & Country Engineering, Inc.
6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350 Cell: (608) 219-6768

VILLAGE OF McFARLAND - SEWER UTILITY
CASH FLOW ANALYSIS
June, 2022

Input value in cash flow sheet
Input value from Sensitive Analysis sheet

		Lift Station Project	Exchange Street Project	
ASSUMPTIONS		$ 1,000,000	$ 850,000	
INTEREST INCOME RATE ASSUMED	0.50%	$ 123,291	$ 104,797	
O&M ANNUAL INCREASE	3.00%			
MMSD ANNUAL INCREASE	8.50%	After 2025 change to :		3%
Sewer System replacement fund and lease	3.00%			
2021 Cash and investments-Water and Sewer combined	$ 2,416,424	P. 20 audit		
Assumed amount for sewer-	25%	$ 604,106		

BUDGET ITEM	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
EXPENSES										
Loans										
Bond Pay off										
2015 Note	$ 156,988	$ 154,088	$ 156,333	$ 158,333	$ -	$ -	$ -	$ -	$ -	$ -
2017 Note	$ 38,875	$ 38,088	$ 37,300	$ 41,600	$ 40,800	$ -	$ -	$ -	$ -	$ -
2021 Note		$ 88,500	$ 85,650	$ 89,100	$ 87,500	$ 85,900	$ 89,250	$ 87,550	$ 86,275	$ 85,425
Proposed Lift Station Upgrade ($1M, 10yr, 4%)	$ -		$ 123,291	$ 123,291	$ 123,291	$ 123,291	$ 123,291	$ 123,291	$ 123,291	$ 123,291
Exchange Street Project					$ 104,797	$ 104,797	$ 104,797	$ 104,797	$ 104,797	$ 104,797
Future Projects			$ -	$ -		$ -	$ -	$ -	$ -	$ -
O&M										
Annual Operation and Maintenance	$ 605,314	$ 623,423	$ 636,650	$ 655,750	$ 675,422	$ 695,685	$ 716,555	$ 738,052	$ 760,193	$ 782,999
Annual MMSD Charge	$ 768,590	$ 833,920	$ 850,000	$ 922,250	$ 1,000,641	$ 1,030,660	$ 1,061,580	$ 1,093,428	$ 1,126,231	$ 1,160,017
Other Expenses										
Capital Lease (17.5% Share, 50/50 with water)	$ 15,265	$ 2,332	$ 8,500	$ 8,755	$ 9,018	$ 9,288	$ 9,567	$ 9,854	$ 10,149	$ 10,454
Replacement Funds										
Equipment Replacement Fund Deposit	$ 34,692	$ 33,583	$ 33,583	$ 33,583	$ 33,583	$ 33,583	$ 33,583	$ 33,583	$ 33,583	$ 33,583
NEW Collection System Replacement Fund Deposit	$ 26,000	$ 125,000	$ 125,000	$ 128,750	$ 132,613	$ 136,591	$ 140,689	$ 144,909	$ 149,257	$ 153,734
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL ANNUAL EXPENSES	**$ 1,645,724**	**$ 1,898,933**	**$ 2,056,306**	**$ 2,161,411**	**$ 2,207,665**	**$ 2,219,795**	**$ 2,279,312**	**$ 2,335,464**	**$ 2,393,776**	**$ 2,454,301**
REVENUES										
User Charge Revenues	$ 1,481,582	$ 1,500,062	$ 1,808,251	$ 2,016,231	$ 2,225,181	$ 2,332,951	$ 2,338,814	$ 2,344,676	$ 2,350,539	$ 2,356,401
Forfeited Discounts Revenue	$ 8,796	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000
Non-Operating Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Income	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Restricted Replacement Account [Not used as revenue]	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Depreciation Reserve Account [Not used as revenue]										
TOTAL ANNUAL REVENUE	**$ 1,490,378**	**$ 1,508,062**	**$ 1,816,251**	**$ 2,024,231**	**$ 2,233,181**	**$ 2,340,951**	**$ 2,346,814**	**$ 2,352,676**	**$ 2,358,539**	**$ 2,364,401**
Cash and Equivalents - Beginning of Year		$ 604,106	$ 213,235	$ (26,820)	$ (164,000)	$ (138,484)	$ (17,328)	$ 50,173	$ 67,386	$ 32,148
Annual Excess Revenue (Shortfall)	$ (155,346)	$ (390,871)	$ (240,055)	$ (137,180)	$ 25,516	$ 121,156	$ 67,502	$ 17,212	$ (35,237)	$ (89,900)
Total Available Carryover	$ 604,106	$ 213,235	$ (26,820)	$ (164,000)	$ (138,484)	$ (17,328)	$ 50,173	$ 67,386	$ 32,148	$ (57,751)
REVENUE DETAILS										
Equivalent Meters (EM) Added		10	10	10	10	10	10	10	10	10
Gallons/Year Added/EM @ gal/mo/EM (1000 gal)	0	485	485	485	485	485	485	485	485	485
Monthly Usage Per EM		4044								
Estimated Number of Equivalent Meters	3478	3488	3498	3508	3518	3528	3538	3548	3558	3568
Estimated Annual Sewer Usage (1000 gallons)*	201,874	202,360	202,845	203,330	203,816	204,301	204,786	205,272	205,757	206,242
ESTIMATED BI-MONTHLY USER CHARGES										
Fixed Charges on Debt										
Bi-Monthly Fixed Charge per EM Implemented	$ 33.00	$ 33.00	$ 33.00	$ 33.00	$ 33.00	$ 33.00	$ 33.00	$ 33.00	$ 33.00	$ 33.00
Annual Fixed Charge Revenue Generated	$ 688,644	$ 690,624	$ 692,604	$ 694,584	$ 696,564	$ 698,544	$ 700,524	$ 702,504	$ 704,484	$ 706,464
Variable Charges - O, M & R Costs (Cost per 1000 gallons)										
Variable Charge per 1000 Gallons Implemented	$ 4.00	$ 4.00	$ 5.50	$ 6.50	$ 7.50	$ 8.00	$ 8.00	$ 8.00	$ 8.00	$ 8.00
Annual Variable Charge Revenue Generated	$ 807,497	$ 809,438	$ 1,115,647	$ 1,321,647	$ 1,528,617	$ 1,634,407	$ 1,638,290	$ 1,642,172	$ 1,646,055	$ 1,649,937
TOTAL BI-MONTHLY USER CHARGE PER EM	**$ 65.35**	**$ 65.35**	**$ 77.49**	**$ 85.58**	**$ 93.67**	**$ 97.71**	**$ 97.71**	**$ 97.71**	**$ 97.71**	**$ 97.71**
REVENUE GENERATED BY RATES	**$ 1,496,141**	**$ 1,500,062**	**$ 1,808,251**	**$ 2,016,231**	**$ 2,225,181**	**$ 2,332,951**	**$ 2,338,814**	**$ 2,344,676**	**$ 2,350,539**	**$ 2,356,401**
DEBT COVERAGE RATIO	**77.9%**	**78.3%**	**83.6%**	**85.4%**	**97.4%**	**100.0%**	**100.0%**	**100.0%**	**100.0%**	**100.0%**
Replacement Account Total	**$ 521,663**	**$ 555,246**	**$ 588,829**	**$ 622,412**	**$ 655,995**	**$ 689,578**	**$ 723,161**	**$ 756,744**	**$ 790,327**	**$ 823,910**
Replacement fund used	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net replacement fund	**$ 521,663**	**$ 555,246**	**$ 588,829**	**$ 622,412**	**$ 655,995**	**$ 689,578**	**$ 723,161**	**$ 756,744**	**$ 790,327**	**$ 823,910**

Proposed Step Increases to Variable Charge (no change to Fixed)
2023 +$1.50
2024 +$1.00
2025 +$1.00
2026 +$0.50

J:\JOB#S\McFarland\MC-200-W1 2022 Sewer User Charge Update\Data\2022 User Charge System

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, July 25, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Discussion regarding the Paulson Road project and action to schedule a Public Information Meeting.**

PREVIOUS ACTION:
The Public Utilities Committee at their 1/18/22 meeting, approved a recommendation to the Village Board for design services related to Paulson Road.

The Public Works Committee approved the same recommendation at their 2/8/22 meeting.

The Village Board approved design services for the reconstruction of Paulson Road as a 2023 project at their meeting on 2/14/22.

ISSUE SUMMARY:
Paulson Road is included within the 10-year Long Range Capital Improvement Plan that was previously approved by the committee and Village Board.

Staff would like the committee to review the 30% plan set for Paulson Road and provide their comments. An overview of the plan set is attached for your convenience.

As part of that review, staff would like to move forward with scheduling a date to host a Public Informational Meeting (PIM). This PIM will introduce the project to the public along with giving them the opportunity to offer comments and/or suggestions. We are hoping that the PIM can be held in August.

FINANCIAL/BUDGET IMPACT:
The costs associated with this construction project will be included as part 2023 Capital Projects Fund along with applicable utilities.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

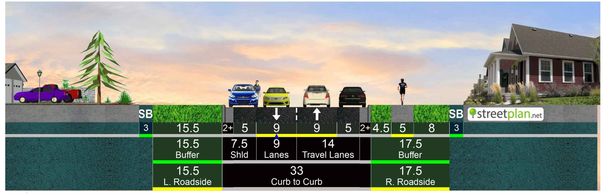
Motion and second to recommend the scheduling of a Public Informational Meeting for the 2023 Paulson Road Project.

ATTACHMENTS:

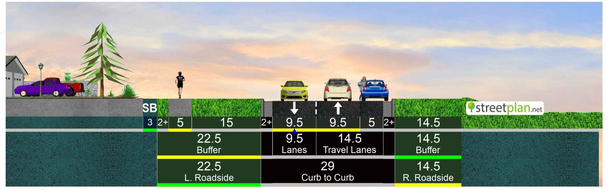
1. Paulson Road Roll Drawing

VILLAGE OF MCFARLAND
2023 PAULSON ROAD RECONSTRUCTION

Paulson Road Siggelkow to Ridge **Alt 2** Right-of-Way: 66' of 66'



Paulson Road Siggelkow to Ridge **Alt 3** Right-of-Way: 66' of 66'



VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, July 25, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Jim Hessling, Public Works Director**

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding a Request for Proposal (RFP) for yard waste and drop-off site services.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
The yard waste and drop-off site contract expires on December 31, 2022. Staff would like the committee to review the enclosed Request for Proposal to see if the service request meets the needs of the committee and provide additional recommendations.

The current contract is a three-year contract with Barnes, Inc. They maintain the drop-off site at the Public Works facility as well as conducting curbside brush chipping in the Spring and Fall.

FINANCIAL/BUDGET IMPACT:
Funds to operate the yard waste site are included with the budget each year.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Motion and second to recommend approval to the Village Board for the issuance of a Request for Proposal (RFP) for yard waste and drop-off site services.

ATTACHMENTS:
1. 2023 Brush and Yard Waste RFP

VILLAGE OF

McFarland

Request For Proposals

Brush and Yard Waste

Bin Maintenance and Curbside Brush Chipping

RFP Issuance Date: August 10, 2022

RFP Due Date: August 31, 2022

Please Submit to:

Public Works Director, Jim Hessling
public.works@mcfarland.wi.us
Subject: Brush and Yard Waste

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SECTION 1 Purpose

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified Contractor to provide high quality brush and yard waste collection and disposal services for the Village of McFarland. The proposal is required to meet the scope of services detailed within.

The Village is requesting proposals for both a one year and three year contract. Because of the uncertainty over available funding, proposals are also being sought on three different levels of curbside and drop-off site services.

SECTION 2 History and Background

A. **General** – The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by USH Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community & Economic Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

SECTION 3 Scope of Work

Specifications of brush and yard waste to be collected:

A. Brush Chipping

a. Brush pieces will be no longer than ten (10') feet, no shorter than six (6") inches, and no greater than six (6") inches in diameter
b. The cut ends of the brush pieces will be placed parallel to the curb and stacked in neat piles with the cut ends pointed in the same direction as traffic.
c. Material must be free of all waste that may clog chipping equipment

B. Yard Waste Pick-up

a. Yard waste materials to be collected include leaves, lawn clippings, pine needles, house plants, and other non-woody organic matter.
b. Only yard waste materials placed in open bags (not to exceed 50 gallons in size) bearing an official pre-paid Village sticker will be collected.
c. Material must be clean of debris or it will be left on site

C. Drop-off Site

a. Brush must be six (6") inches in diameter or smaller and no longer than ten (10') feet.
b. Material must be free of waste that may clog the chipping equipment
c. Loads may be rejected if deemed unclean by Contractor's staff.

SECTION 4 Request for Proposals

A. **Option #1** is a one-year term for 2023.

Provide hourly costs (equipment and personnel) for Yard Waste Collection and Brush Collection and lump sum pricing for Drop Off Site services below:

YARD WASTE COLLECTION

Yard waste collection pricing for curbside pick-up.

Pick-ups to include:

- One Village-wide spring pick-up during the week of April 17, 2023.
- One Village-wide fall pick-up during the week of November 13, 2023.

BRUSH COLLECTION

Brush collection pricing for curbside pick-up.

Pick-ups to include:

- One spring pick-up of three (3) zones starting the week of April 24, 2023
- One fall pick-up of three (3) zones starting the week of November 6, 2023.

DROP OFF SITE

Brush and yard waste collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Hours of operation are 7:00 am to 7:00 pm, seven days a week. Service the site as needed starting on or before April 1, 2023, and closing on or about December 1, 2023.

B. **Option #2** is a three-year term for 2023, 2024, and 2025.

Provide hourly costs (equipment and personnel) for Yard Waste Collection and Brush Collection and lump sum pricing for Drop Off Site services below:

YARD WASTE COLLECTION

Yard waste collection pricing for curbside pick-up.

Pick-ups to include:

- One Village-wide spring pick-up during the week of April 17, 2023.
- One Village-wide spring pick-up during the week of April 15, 2024.
- One Village-wide spring pick-up during the week of April 15, 2025.
- One Village-wide fall pick-up during the week of November 13, 2023
- One Village-wide fall pick-up during the week of November 11, 2024
- One Village-wide fall pick-up during the week of November 10, 2025

BRUSH COLLECTION

Brush collection pricing for curbside pick-up.

Pick-ups to include:

- One spring pick-up of three (3) zones starting the week of April 24, 2023
- One spring pick-up of three (3) zones starting the week of April 22, 2024
- One spring pick-up of three (3) zones starting the week of April 22, 2025
- One fall pick-up of three (3) zones starting the week of November 6, 2023.
- One fall pick-up of three (3) zones starting the week of November 4, 2024.
- One fall pick-up of three (3) zones starting the week of November 3, 2025.

DROP OFF SITE

Brush and yard waste collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Hours of operation are 7:00 am to 7:00 pm, seven days a week. Service the site as needed starting on or before April 1, 2023, 2024, and 2025, and closing on or about December 1, 2023, 2024, and 2025.

SECTION 5 RFP Submittal Requirements

A. Qualification Details consisting of:

i. **Cover Letter** – include details about the company and experience performing similar scope of services within the last ten years.

iii. **References** – Provide three references for which the applicant has provided similar services within the last ten years. Include the company name, name, email, and telephone number of the contact person and a description of services provided to that contact.

B. Cost and Labor Hours Proposal consisting of:

i. **Cost** – Hourly cost for equipment and personnel to perform Yard Waste and Brush Collection. Lump Sum price with all labor and equipment for service at the Drop Off Site. Provide this for Option #1 (one-year) and Option #2 (three-year).

ii. **Estimated Labor Hours** – A summary of estimated labor hours for each of the following: Yard Waste Collection, Brush Collection and Drop Off Site services.

E. General requirements consisting of:

i. **Due Date** – *Responses to the RFP must be received by August 31, 2022.* Proposals received late, for any reason, shall not be accepted.

ii. **Format & Location** – Prospective contractors shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to Jim Hessling at public.works@mcfarland.wi.us, subject: Brush and Yard Waste. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Brush and Yard Waste RFP, Attn: Public Works Department, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

SECTION 6 Method & Timeline of Selection

A. Village Administrator, Streets and Utilities Superintendent, and Public Works Director will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Public Works & Utilities Committee for action. The following method and timeline will be utilized in order to select the desired proposal:

i. **August 10, 2022** – RFP Issuance Date.

ii. **August 31, 2022** – RFP Due Date.

iii. **September 6-15** – During this timeframe, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interview.

iv. **September 26, 2022** – The Evaluation Team will make its recommendation to the Public Works & Utilities Committee for their consideration to award a proposal.

v. **October 11, 2022**–The Village Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

vi. **January 1, 2023** – Contract Start Date.

SECTION 7 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Contractor from compliance with the contract requirements if the Contractor is awarded a contract. A prospective Contractor may be requested for an interview at the sole discretion of the Village. The recommended Contractor will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

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

The Village will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

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

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, July 25, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion on transition of the Village's meeting format effective August 1, 2022.**

PREVIOUS ACTION:

ISSUE SUMMARY:
On June 28, 2022, the Village Board approved all Village Board, Committees and Commission transitioning back to in-person meetings effective August 1, 2022. In discussion, the Village Board felt it was time for all Boards, Committees and Commission members of the Village to return in person. In reviewing neighboring communities, the Village is one of the few who have not yet transitioned back in-person due to the pandemic.

Secondary staff, consultants, and Board, Commission, Committee members not able to attend in-person may still attend via Zoom moving forward. It is important to note for those members who cannot attend in-person and will be attending via Zoom, there will not be anymore Zoom panelists' emails sent. Members, consultants, and staff attending via zoom will access the meeting link on the agenda, and the Zoom host will promote them.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
None.

ATTACHMENTS:
None