VILLAGE OF MCFARLAND

Public Works & Utilities Committee Minutes

Monday, January 23, 2023 - 6:00 PM

1. **CALL TO ORDER, ROLL CALL.**
   Trustee Brandt called the regular meeting of the Public Works & Utilities Committee to order at 6:00 PM in the Community Room of the Municipal Center. This meeting was also held via Zoom webinar.

   Members present: Carolyn Clow, Pauline Boness (arrived at 6:02 p.m.), Marc Nielsen, Jerry Adrian, Hilary Brandt

   Members not present: Eric Kryzenske, Chris Fredrick

   Staff Present: Public Works Director Lee Igl, Assistant to the Public Works Director Aimee Irwin, Town & Country staff Tim Stieve

2. **PUBLIC APPEARANCES.**

   a. *This is an opportunity for members of the public to address the Public Works and Utilities Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. 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.*

      Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

      None.

3. **APPROVAL OF MINUTES.**

   a. *Motion to approve the minutes of the December 21, 2022 Public Works & Utilities Committee meeting.*
      Motion by Trustee Brandt, seconded by Adrian, to approve the minutes of the December 21, 2022 Public Works & Utilities Committee meeting. Motion carries 4 - 0 - 0.

4. **BUSINESS.**

   a. *Discussion and action to make a recommendation to the Village Board regarding a Request for Proposal (RFP) for a solar project at Lift Station #2.*
      Tim Stieve provided an overview of the Lift Station #2 project and reviewed the enclosed feasibility study provided by HGA.

- Nielsen asked how the demand was identified by HGA. Stieve explained that the current pump station data was provided along with the projected pump station data as provided by Town & Country. Stieve also added that HGA is projecting that the demand will be less than solar gathered. Therefore, this excess would be sold back to the grid.
- Trustee Brandt inquired if the solar project is cost effective compared to other similar municipal facilities. Stieve responded that he has not typically seen a solar project associated with similar facilities. Stieve added that HGA provides information such as a feasibility study, would assist with drafting a Request for Proposal (RFP), and solar design but they would not be involved with the installation.
- President Clow asked why the committee would approve the RFP now rather than approving when it would be issued. Igl explained that with the lift station project recently approved by committee along with the uncertainty of the construction timeline, approval would allow for flexibility for issuing the RFP when appropriate.
- Nielsen asked what the additional cost was to make the facility solar-ready. Stieve responded that the approximate additional costs included in the construction is $1,000.
- Boness asked if it would be likely that the RFP would not be issued for another year. Igl stated that a timeline will be determined once the contractor is hired for the lift station project and their estimated timeline.

Motion by President Clow, seconded by Trustee Brandt, to recommend approval to the Village Board for the issuance of a Request for Proposal (RFP) regarding a solar project at the future Lift Station #2. Motion carries 3 - 2 - 0.

b. *Discussion and action to make a recommendation to the Village Board regarding the Water System Needs Assessment*

Stieve reviewed the presented Public Facilities Needs Assessment Report from the committee's December meeting. Enclosed within the packet was a summary document reviewing the possible percentage allotments to utilize towards the impact fee.

- Boness asked if data was utilized from the updated east side study. Stieve explained that the village's current numbers were utilized within the study.
- Boness asked about including an inflationary clause. Stieve stated that this could be reviewed in the next steps by the auditor.
- Trustee Brandt asked what the impact fee figure would be. Stieve and Irwin responded that this amount will be determined during the next steps by the auditor.
- Boness explained that there are additional impact fees besides the water impact fee being discussed this evening. An example includes the park impact fee.
- President Clow asked if the Water System Needs Assessment would need to include language about an inflationary clause. Igl responded that this could be addressed in the next step with the auditor.
- Boness asked what percentage was utilized in 1997 for the impact fee. Stieve

responded that 86.4% was utilized.

Motion by President Clow, seconded by Trustee Brandt, to recommend to the Village Board an impact fee allotment of 5% for improvements to both Well 3 and 4 and an allotment of 37.8% for a new Well 5 and to request the consultants, auditors, and or village attorneys review the possible inclusion of inflationary adjustments. Motion carries 5 - 0 - 0.

c. *Discussion regarding funding allocation to the utilities fund associated with street projects.*

Stieve reviewed the Excel document utilized by Town & Country for pay apps regarding the breakdowns that occur for streets, water, sewer and stormwater. The example shown was for 2022 Contract B. Stieve explained that the approved long term capital improvement plan utilizes 35% of street costs toward the water utility for estimating purposes.

- Nielsen asked what trench width was utilized within the calculations. Stieve explained an 8 foot trench width was utilized.
- Nielsen shared his comments regarding the inequity of including street costs within water rates. Nielsen also expressed his opposition to including public fire protection in water rates and the new DEI position being supported by the utility funds. Nielsen's recommendation is to include these costs within property taxes rather than within water rates.
- President Clow asked that Nielsen's email from January 11th be distributed to all committee members. Irwin stated the email would be shared.

5. SCHEDULE NEXT MEETING DATE.

a. *Monday, February 27, 2023 at 6:00 p.m.*

6. ADJOURNMENT.

Motion by President Clow, seconded by Adrian, to adjourn at 6:55 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