VILLAGE OF MCFARLAND

Public Works & Utilities Committee Minutes

Monday, February 27, 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 at the Municipal Center. This meeting was also held via Zoom webinar.

Members present: Carolyn Clow, Pauline Boness, Marc Nielsen, Chris Fredrick, Hilary Brandt

Members not present: Eric Kryzenske

Staff Present: Public Works Director Lee Igl, Assistant to the Public Works Director Aimee Irwin, Town & Country staff Brian Berquist & 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 January 23, 2023 Public Works & Utilities Committee meeting.*
Motion by Trustee Brandt, seconded by Boness, to approve the minutes of the January 23, 2023 Public Works & Utilities Committee meeting. Motion carries 4 - 0 - 1, with Fredrick abstaining.

4. BUSINESS.

a. *Discussion and action to make a recommendation to the Village Board regarding a proposal from Baker Tilly to conduct a water impact fee study.*
Igl provided an overview of the proposal provided by Baker Tilly. This proposal is the next step in the process to update the impact fees and is estimated to cost $8,000 to

$10,000.

- Nielsen commented on the typo regarding the State of Illinois contained within the proposal on page 10. The auditor will correct the typo to be the State of Wisconsin.
- Boness asked if the percentages that the committee previously recommended should have been set after the auditor conducts their study. Berquist stated that the auditors prefer to have the needs assessment report complete with percentages prior to conducting their study. The auditors will reconcile the current impact fees to the proposed new fee and determine if the assumptions within the Water System Needs Assessment are justifiable. Berquist stated that the committee would be able to provide their recommendation following the completion of the study by the auditors.

Motion by Trustee Brandt, seconded by President Clow, to recommend approval to the Village Board regarding a proposal from Baker Tilly to conduct a water impact fee study. President Clow amended the motion to recommend approval to the Village Board regarding a proposal from Baker Tilly to conduct a water impact fee with the State of Wisconsin laws typo being corrected in the agreement. Amended motion seconded by Trustee Brandt. Amendment passes 5-0. Motion by Trustee Brandt, seconded by President Clow, to recommend approval to the Village Board regarding a proposal from Baker Tilly to conduct a water impact fee study with the State of Wisconsin laws typo being corrected in the agreement. Motion passes 5-0-0.

b. *Discussion and action to make a recommendation to the Village Board regarding a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility.*

Igl provided an overview of the proposal provided by Baker Tilly. This proposal includes a conventional rate case and five-year financial forecast. These are estimated to cost $16,000-18,000 for the rate study and $9,000 to $11,000 for the financial forecast.

- Nielsen commented on the typo regarding the State of Illinois contained within the proposal on page 10. The auditor will correct the typo to be the State of Wisconsin.
- Nielsen suggested reviewing the revenue requirement with the current allocation of street costs and without street costs. Nielsen also suggested reviewing the revenue requirement with adding public fire protection and without adding public fire protection.
- President Clow asked what percentage of municipalities allocate street costs to the water utility. Berquist responded there is a variety of approaches but generally, a 25 to 50% range is charged to the water utility in the municipalities Town & Country works with.

Motion by Nielsen to recommend approval to the Village Board regarding a proposal from Baker Tilly to conduct a conventional water rate study with the current practice of including street costs allocated in the rate base and without the street costs, and also the same study with the total revenue requirement with and without including public fire protection and a five-year financial forecast for the water utility. Motion failed due to lack of a second.

- Fredrick asked for clarification on the need for conducting a conventional rate case. Irwin responded that the need is due to upcoming debt as well as additional edits to the rate tariff that were not adjusted in the 2020 rate case. Igl added that the needs assessment identified future growth needs.
- President Clow asked if a plan had been developed that triggers when rate cases would occur. Berquist responded that we have established the utility plan which will help determine when rates need to be reviewed, particularly for the water utility. Berquist commented that the sewer utility cash flow will determine when rates will need to be reviewed. President Clow recommended that a plan is developed to identify rate cases or evaluation of rates.

Motion by Trustee Brandt, seconded by Boness to recommend approval to the Village Board regarding a proposal from Baker Tilly to conduct a conventional water rate study and a five-year financial forecast for the water utility with removal of references to the State of Illinois. Motion passes 4-0-1 with Nielsen abstaining.

c. *Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2023 Street and Utility Improvements project on Paulson Road.*

Berquist provided an overview of the bid results for the Paulson Road project. The low bid was received by Speedway Sand and Gravel. However, the bids did arrive over project estimates.

- Boness asked if developers were contributing to the finalization of County Highway MN. Berquist responded that developers are no longer contributing.
- Boness asked if speed humps were included in the project scope. Berquist explained that these were not included in the bid package.
- Fredrick asked if specific items were over the estimate or several items. Berquist explained that several items contributed to the overall project costs arriving over the estimated project costs.
- President Clow asked for clarification of the revenues that will cover the expenditures. Igl responded that this will be clarified and provided to the Village Board.

Motion by Fredrick, seconded by President Clow, to recommend to the Village Board the award of contract to Speedway Sand and Gravel of Madison in an amount of $2,017,538 for the reconstruction of Paulson Road including the base bid and supplementals, but rejecting the contract alternate with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost up to $2,536,000. Motion carries 5 - 0 - 0.

d. *Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2023 Water Main Improvements project along Taylor Road, and between Taylor Road and Spartan Drive.*

Stieve provided an overview of the bids received for the 2023 Water Main Improvements project along Taylor Road. There were three bids received with the low bidder being Speedway Sand and Gravel.

- Fredrick asked if directional drilling or traditional trenching would be the approach utilized for installation. Stieve stated this option is still open for the contractor to choose from.

Motion by Trustee Brandt, seconded by Fredrick, to recommend to the Village Board the award of contract to Speedway Sand and Gravel of Madison for an amount of $433,907 for the reconstruction of a water main along Taylor Road including base bid with the rejection of all alternates and supplemental items with additional expenses for engineering, construction administration, inspection, and contingency for a total project costs in an amount of $545,000. Motion carries 5 - 0 - 0.

e. *Discussion and action to make a recommendation to the Village Board regarding the MS4 Annual Report.*

Stieve explained that the MS4 Annual report is required by the DNR in connection to the storm sewer permit.

- President Clow asked if there are any corrections that would need to be made moving forward. Stieve responded that nothing was identified specifically from the report. Stieve explained a recent inspection occurred of all of the Village's wet ponds, which includes pond depth. This inspection will lead to the development of a plan on what ponds may require dredging.
- Fredrick asked if the newer parts of the Village performed better in terms of TSS versus older parts and would require additional work. Stieve responded that the Village is meeting and exceeding the TSS requirements which would not require additional work at this time.

Motion by Trustee Brandt, seconded by Fredrick, to recommend approval to the Village Board regarding the MS4 Annual Report as presented. Motion carries 5 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

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

6. ADJOURNMENT.

Motion by Fredrick, seconded by Trustee Brandt, to adjourn at 7:18 p.m. Motions passes 5-0-0.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Aimee Irwin
Assistant to the Public Works Director