VILLAGE OF MCFARLAND

Public Works & Utilities Committee Minutes

Monday, May 22, 2023 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Wreh 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: Edward Wreh, Pauline Boness, Marc Nielsen, Chris Fredrick, Eric Kindschi, Matthew Coan

Members not present: Hilary Brandt

Staff Present: Public Works Director Lee Igl, Streets & Utilities Superintendent Bob Jacobs, Assistant to the Public Works Director Aimee Irwin, Town & Country staff Tim Stieve, Baker Tilly staff Jodi Dobson

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 April 24, 2023 meeting.*
   Motion by Trustee Wreh, seconded by Fredrick, to approve the minutes of the April 24, 2023 meeting. Motion carries 6 - 0 - 0.

4. BUSINESS.

a. *Presentation and discussion regarding the 2022 Audit and Financial Statements to review rate and budgetary impacts for McFarland Utilities*
   Jodi Dobson with Baker Tilly presented the 2022 Audit and Financial Statements including the overview highlight document enclosed within the packet.

- Trustee Wreh asked how the water utility compares to other municipalities in regards to the Rate of Return data. Dobson stated she did not have this type of data. Dobson explained that the authorized rate is set when the utility completes a rate case with the Public Service Commission (PSC) in comparison to the borrowing rates at that time.
- Nielsen asked when the last water rate increase took effect. Dobson stated the last rate increase was in 2021.
- Nielsen asked for the plant accounts what portion of those depreciated values are related to the concrete over the utility materials. Dobson explained that the general ledger does not track this level of detail. Nielsen asked Dobson if the Tax Equivalent amount of $279,069 was what the water utility was required to transfer to the Village General Fund in 2022. Dobson stated that each year the utility is required to make a transfer to the Village General Fund by state law. Dobson further stated that the utility transferred the maximum amount allowed by state law, although the Statutues allow the utility to transfer a lesser percentages of annual revenues.
- Boness asked what may have caused the sewer utility to be at a loss. Dobson explained that depreciation expense contributed to the loss as well as operating expenses being greater than revenues.

b. *Presentation and discussion regarding the draft 2024-2028 Capital Improvement Plan (CIP)*

Igl reviewed the draft 2024 through 2028 Capital Improvement Plan as included within the packet. Stieve with Town & Country reviewed the Paving and Utility Plan for 2023-2032.

- Trustee Wreh inquired about the use of electric vehicles within the fleet. Igl explained that this is continually evaluated for municipal type work.

c. *Discussion and action to make a recommendation to the Village Board regarding the annual CMAR submittal for 2022*

Igl reviewed the enclosed CMAR for 2022.

- Kindschi asked regarding our energy related processes if the utility explores our electrical usage and possible efficiencies when conducting builds or rehabilitation of facilities. Igl stated that as part of each build or rehabilitation project, this area is evaluated as part of the project.

Motion by Trustee Wreh, seconded by Boness, to recommend approval to the Village Board regarding the annual CMAR submittal for 2022 as presented. Motion carries 6 - 0 - 0.

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

Igl reviewed the enclosed proposal from Fahrner Asphalt for sidewalk maintenance.

- Fredrick asked if there would be full replacement, including restoration for areas identified. Igl responded that the work does include replacement and restoration.
- Trustee Wreh asked how the price per square foot compared to historical pricing. Igl stated the pricing is similar to last year.

Motion by Trustee Wreh, seconded by Kindschi, to recommend approval to the Village Board regarding a proposal from Fahrner Asphalt for sidewalk maintenance not to exceed $100,000. Motion carries 6 - 0 - 0.

e. *Discussion and possible action for Final Engineering Proposal on Lift Station #2.*
Stieve of Town & Country Engineering reviewed the proposal for the final engineering and bidding services on Lift Station #2.

- Boness asked where the plans were at regarding the floor plans for the building. Stieve stated that designs have progressed but have remained relatively the same since committee approval.
- Boness asked if vehicles would be stored at this location. Igl explained there will be one bay but not the original amount of storage that was planned.
- Trustee Wreh clarified if the soil borings had been completed for the project. Stieve stated that there are no further soil borings anticipated.

Motion by Fredrick, seconded by Nielsen, to recommend approval to the Village Board for Town & Country's final engineering and bidding proposal for Lift Station #2. Motion carries 6 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. *Monday, June 26, 2023 at 6:00 p.m.*

6. ADJOURNMENT.
Motion by Fredrick, seconded by Kindschi, to adjourn at 6:58 p.m.

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