

Monday, August 28, 2023**6:00 PM****McFarland Municipal Center**
*Community Room***AGENDA**

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/87321231583>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 873 2123 1583

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 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.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the July 24, 2023 Public Works & Utilities Committee meeting.
4. BUSINESS.
 - a. Discussion regarding the conventional rate case for test year 2024.
5. SCHEDULE NEXT MEETING DATE.
 - a. Wednesday, September 27, 2023 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, July 24, 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, Chris Fredrick, Eric Kindschi, Matthew Coan

Members not present: Hilary Brandt, Marc Nielsen

Staff Present: Village Administrator Matt Schuenke, Public Works Director Lee Igl, Assistant to the Public Works Director Aimee Irwin, 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 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 June 26, 2023 Public Works & Utilities Committee meeting.*

Motion by Trustee Wreh, seconded by Fredrick, to approve the minutes of the June 26, 2023 Public Works & Utilities Committee meeting. Motion carries 5 - 0 - 0.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding the landscape plan for the pathway between Rustic Way and Paulson Road.*

The following public comments were provided:

- Mark Despit, 5202 Rustic Way, appreciated that the landscape plan was being

addressed. Mr. Despit expressed there was still more work to be completed on the plan.

- Michaela Voeck, 5204 Rustic Way, expressed her concerns regarding motorized traffic using the pathway.
- Mark Winter, 5205 Rustic Way, appreciated the efforts towards the landscape plan. Mr. Winter would like a detailed report of the species selected for the plan and an explanation of how it will develop over time.

Tim Stieve provided an overview of the Paulson Road project and the development of the pathway connecting to Rustic Way. Stieve stated the estimated cost associated with the landscape plan was \$70,000.

An audience attendee at the meeting asked what was depicted in the pink-shaded area on the landscape plan. Stieve stated this area is the ditch area. Berquist added that the area would have natural plantings but trees would not be planted within the pink-shaded area. Berquist stated that contingency funds for the Paulson Road project could be utilized for the landscape plan.

- Fredrick commented that substitutes may need to occur due to possible supply concerns.
- Boness asked why the landscape contractor was not present. Schuenke responded that Blake Theisen with Parkitecture is a contractor for Town & Country in this situation. Boness asked if waiting a month for plan approval could occur. Schuenke responded that waiting could lead to possible supply issues and the contractor completing the work is in the area now.
- Fredrick commented that bollards could be installed after the fact and suggested evaluating the need for bollards in the future. Stieve commented that it would be difficult for a vehicle to drive onto the pathway from Paulson Road once the concrete median island is installed.

Motion by Trustee Wreh, seconded by Kindschi, to recommend approval to the Village Board regarding the landscape plan for the pathway between Rustic Way and Paulson Road. Motion carries 5 - 0 - 0.

b. Presentation and discussion regarding improvement considerations for the lagoon and channel adjoining Lake Waubesa beginning at USH 51 and Severson Road.

The following public comments were provided:

- Izzy Kunze, 6001 Lake Edge Rd, commented that the sledge buildup in this area impacts the wildlife, has an impact on the residents' use of the area, and improvement could lead to economic development.
- Joan Garrett, 5911 Lake Edge Rd, stated she has papers from 1979 which state the lagoon should be maintained at a three foot depth. Ms. Garrett also commented that at times it is not navigatable to go under the bridge.
- Kelly Turcotte, Severson Rd, expressed her concerns regarding recent trees that have fallen, the zebra mussels, and the inability to go under the bridge.

- Dan Lampe, 4604 Burma Rd, stated he has been monitoring oxygen levels at three spots along the lagoon area and that the dam needs to be repaired.
- Debra Schwartz, 6117 South Ct, stated that the water used to be cleaner, there is decreased wildlife in the area, and decreased boat traffic.
- Jason Sweeney, 4602 Burma Rd, expressed that he believes it is the Village's responsibility to maintain it.
- Dawn Cherek, 5913 Lake Edge Rd, expressed issues with the channel near her property and zebra mussels.
- Wendy Crone, 5908 Lake Edge Rd, stated there is a lack of flow for drainage and property values are impacted due to the smell and lack of drainage.

Berquist provided a history of the area, including an aerial photo from 1937 and an Assessor's Plat from 1951. Berquist explained that the water is the water of the state and not owned by an entity. The area was reviewed in 2017, which Berquist presented and reviewed.

- Trustee Wreh asked what options and funding are available to address this area. Schuenke explained that the forebay area will be included in the stormwater management plan and that maintenance is a continuous effort. Schuenke added that available funding options include the stormwater utility taking on a stormwater capital project, special assessments, grants or any combination of these options could assist with maintenance.
- Village President Clow asked what discussions had occurred with the county. John Reimer, Assistant Director for Dane County Land and Resources Department, explained that the county is willing to help but is unable to dredge the area due to the size of equipment. Reimer stated that the county would pay as a land owner if special assessments occur and there may be grants available. Reimer stated the county would be willing to assist with technical assistance.
- Coan asked if the area was dredged from the bay to the outlet of the lake to three feet or greater, how long would the water be clearer. Reimer stated that the length of time will depend on additional work completed upstream, digging deeper will increase the sediment rate, and this conversation will need to occur again in the future regardless.
- Trustee Wreh asked what technical support the county would be able to provide. Reimer responded that bathymetry mapping, plans, sediment core samples, cost estimating, and a general resource for questions. Trustee Wreh clarified if the county had any equipment that would fit. Reimer stated there is not equipment available that will fit.
- Fredrick commented that he was on the committee when this topic was last discussed in 2017. Fredrick believes there are three independent projects: stormwater management of the basin near US Highway 51 and Severson, the channel area from Lake Edge to Waubesa, which may be private property, and the main channel. Berquist confirmed that the small channel area near Lake Edge is private property underneath the water.
- Patrick Miles, Dane County Board Supervisor District 34, commented that the county is responsible for lake level management under DNR orders, and

concerns presented about this area would be the responsibility of the village. Miles stated that the Urban Water Quality grant could provide funds to be utilized.

- Boness asked when the gabion was installed. Berquist responded that the original gabion was installed in the late 1980's.
- Village President Clow suggested an additional component to evaluate as part of this concern, which is upstream mitigation. Clow recommended approaching this project with planning for the current conditions and a plan for the future.

c. Discussion and action to make a recommendation to the Village Board regarding current and future disconnection procedures for unresponsive meter change-out customers

Igl provided an overview of the meter change-out program and the enclosed recommended procedure to address non-responsive customers.

- Fredrick asked if there was a fee for disconnection. Irwin responded there is a reconnection fee of \$35.00 during business hours. Fredrick asked if this amount could be included in the letter. Irwin responded, yes, this could be included.
- Boness asked what the timeframe was between the initial notice and the 14-day notice. Igl responded that the year one non-responsive customers was about 15 months. Igl added that for years two and three there would be a tighter window to achieve all change-outs by the end of the year.
- Village President Clow asked how long it would take to change a water meter after turning off a customer's service. Igl stated the meter change-out takes about 15 minutes and water could be turned on within 24 hours.
- Fredrick asked if, by shutting off the water, it would make the property uninhabitable. Igl responded that this will be clarified with the lawyer.

Motion by Trustee Wreh, seconded by Kindschi, to recommend approval to the Village Board regarding current and future disconnection procedures for unresponsive meter change-out customers to only occur on weekdays. Motion carries 5 - 0 - 0.

d. Discussion and action to make a recommendation to the Village Board regarding the 2024-2028 Capital Improvement Plan.

Schuenke stated that no additional changes have occurred since the last interpretation presented to the committee. Schuenke informed the committee that there still needs to be some cosmetic changes, such as moving paths to the parks portion of the CIP. Funding is available for improvements to the forebay in 2025.

- Boness asked if a sinking fund could be utilized for dredging work. Schuenke stated there is not a fund available at this time and funds cannot be set aside using borrowed money.

Motion by Boness, seconded by Trustee Wreh, to recommend approval to the Village Board regarding the 2024-2028 Capital Improvement Plan. Motion carries 5 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, August 28, 2023 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Fredrick, seconded by Boness, to adjourn at 8:21 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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 28, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Aimee Irwin, Assistant to the Public Works Director, Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the conventional rate case for test year 2024.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Jodi Dobson with Baker Tilly will provide an update regarding the conventional water rate case for test year 2024. Baker Tilly has been compiling the data and information necessary to complete the Public Service Commission (PSC) conventional rate case during 2023. The last conventional rate case was completed in 2021. Apart from the conventional rate case, a simplified rate case was completed in 2019 and, prior to that, in 2010.

Enclosed is the current rate chart for reference as well as a handout from Baker Tilly which will be reviewed during the meeting.

FINANCIAL/BUDGET IMPACT:

Baker Tilly will provide information about data compiled for the percentage rate increase.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is required at this time. This item will return for discussion and action at an upcoming meeting.

ATTACHMENTS:

1. Rate Chart 2023
2. McFarland 2024TY Water Rate Study Handout

Utility Rates

The current Water Utility, Sewer Utility and Stormwater Utility rates are summarized below.

	Water Rates	Sewer Rates	Stormwater Utility Rates
	New Rate	New Rate	Current Rates
	Aug. 13, 2021	Jan. 11, 2023	January 1, 2016
Volume Charges			
Charge per 1,000 Gallons less than 67,000 gal	\$ 2.76	\$ 5.50	Per ERU
Charge per 1,000 Gallons over 67,000 Gallons	\$ 1.92	\$ 5.50	Annual Rate
Customers outside Village limits < 67,000 gal	\$ 3.45	\$ 6.50	\$ 88.98
Customers outside Village limits > 67,000 gal	\$ 2.40	\$ 6.50	
Bi-Monthly Base Charge			
5/8 Inch Meter	\$ 16.00	\$ 33.00	Per ERU
3/4 Inch Meter	\$ 16.00	\$ 33.00	Bi-Monthly
1 Inch Meter	\$ 26.00	\$ 47.89	\$ 14.83
1.25 Inch Meter	\$ 34.00	\$ 57.78	
1.5 Inch Meter	\$ 38.00	\$ 71.78	
2 Inch Meter	\$ 64.00	\$ 101.31	
3 Inch Meter	\$ 116.00	\$ 168.21	
4 Inch Meter	\$ 166.00	\$ 264.45	
6 Inch Meter	\$ 226.00	\$ 506.45	
8 Inch Meter	\$ 322.00		
10 Inch Meter	\$ 464.00		
12 Inch Meter	\$ 608.00		
Bi-Monthly Additional Meter Charge			
5/8 Inch Meter	\$ 8.00		
3/4 Inch Meter	\$ 8.00		
1 Inch Meter	\$ 13.00		
1.25 Inch Meter	\$ 17.00		
1.5 Inch Meter	\$ 19.00		
2 Inch Meter	\$ 32.00		
Reconnection Charges			
Reinstalling a meter / turning on a valve	\$ 35.00		
Reinstalling a meter / turning on a valve <i>after hours</i>	\$ 45.00		
Private Fire (if applicable)			
2 inch or smaller connection	\$ 18.00		
3 inch connection	\$ 33.00		
4 inch connection	\$ 55.00		
6 inch connection	\$ 110.00		
8 inch connection	\$ 175.00		
10 inch connection	\$ 263.00		
12 inch connection	\$ 350.00		
14 inch connection	\$ 438.00		
16 inch connection	\$ 525.00		

**McFarland Water Utility
TY2024 Water Rate Application Summary**

DRAFT

	<u>TY2021</u>	<u>TY2024</u>	<u>Change</u>
Plant in service	\$ 10,004,244	\$ 13,137,998	31%
Materials & supplies	19,450	19,450	
Accumulated depreciation	(3,154,274)	(3,878,023)	
Regulatory liability	(57,055)	-	
Net rate base	<u>\$ 6,812,365</u>	<u>\$ 9,279,425</u>	36%
 Operating revenues	 \$ 1,465,712	 \$ 1,597,503	 9%
Operating expenses			
O&M	580,313	847,234	46%
Depreciation	232,998	322,671	38%
Taxes	318,595	300,998	-6%
Total	<u>1,131,906</u>	<u>1,470,903</u>	
 Operating income	 <u>\$ 333,806</u>	 <u>\$ 126,600</u>	
 Rate of return	 4.9%	 1.4%	
 <i>Benchmark rate of return</i>		 6.2%	
 <i>Increased needed</i>		 \$ 448,724	

Average Customer Impact (bi-monthly bill)	
Bill at current rates	\$ 35.32
Estimated bill at new rates	\$ 46.60

Mcfarland Water and Sewer Utility

Estimated for Test Year 2024

1. Part One calculates the Net Operating Income (loss) for the test year. All amounts are derived from other attachments except Amortization Expense, Account 404, which, if applicable, must be entered and the purpose specified.

2. Part Two is a calculation of Average Net Investment Rate Base for the test year. All amounts are derived from other attachments

3. Part Three calculates the estimated requested increase.

i. Enter a requested rate of return (ROR) in the highlighted box and the estimated increase is calculated.

ii. Generally, the current benchmark rate is used for most situations. If the Utility requests a different ROR, please describe the reasons in the Notes. An example of supporting detail would be a Cash Flows statement.

Part One:	Total Operating Revenues	(per Attachment 7)	\$1,597,503
	Total Operation and Maintenance Expenses	(per Attachment 10)	\$847,234
	Depreciation Expense	(per Attachment 12)	322,671
	Amortization Expense--Account # 404 (specify):		0
	Taxes	(per Attachment 8)	300,998
	Total Operating Expenses		\$1,470,903
	Net Operating Income (Loss)-Test Year 2024		\$126,600

Part Two:	Utility Plant In Service--Financed by Utility or Municipality:		
	Test Year Average Balance	(per Attachment 11)	\$13,137,998
	Materials and Supplies:		
	Test Year Average Balance	(per Attachment 13)	19,450
	Less: Accumulated Depreciation:		
	Test Year Average Balance	(per Attachment 13)	3,878,023
	Regulatory Liability and Other:		
	Test Year Average Balance	(per Attachment 13)	0
	Average Net Investment Rate Base (NIRB)		\$9,279,425

Part Three:	Average Net Investment Rate Base	(per Part Two above)	\$9,279,425
	TIMES Rate of Return Requested		
	(Enter requested rate in this box.)	6.20%	6.20%
	Return on Average Net Investment Rate Base (NIRB)		\$575,324
	Total Operation and Maintenance Expenses	(per Part One above)	\$847,234
	TIMES allowance on O&M expenses		6.00%
	Operating Allowance		\$50,834
	Enter the larger of either:		
	The Return on NIRB (A) or the Operating Allowance (B)		\$575,324
	Less: Estimated Net Operating Income (Loss)	(per Part One above)	126,600
	Increase Requested-Test Year 2024		\$448,724
	Overall Percentage Increase in Total Sales of Water at Current Rates:	31.95%	

Notes

McFarland Water Utility**CASH FLOW
Forecasted 2024 - With Full Debt Service****DRAFT**

	Without Increase Forecasted 2024	With Increase Forecasted 2024
Operating Income/(Loss)	\$ 126,600	\$ 126,600
Sewer Operating Income/(Loss) (Excluding Depreciation)	27,165	27,165
Rate Increase	-	448,724
Add:		
Depreciation	322,671	322,671
Investment Income	128,728	128,728
Less:		
Bond Debt Payments (Principal & Interest)*	<u>(1,084,499)</u>	<u>(1,084,499)</u>
Net Cash Flow Available for Capital Projects, Contingencies or Reserves	<u>\$ (479,336)</u>	<u>\$ (30,611)</u>
Average Capital Additions Funded with Utility Earnings	34,000	34,000
Net Cash Flows	<u>\$ (513,336)</u>	<u>\$ (64,611)</u>

* - Forecasted Bond Debt Payments include the first year of 2024 Revenue Bonds payments.

McFarland Water Utility**DEBT COVERAGE
Forecasted 2024****DRAFT**

	Without Increase Forecasted 2024	With Increase Forecasted 2024
<u>Actual Net Earnings</u>		
Operating revenues	\$ 1,597,503	\$ 1,597,503
Rate Increase	-	448,724
Interest income	128,728	128,728
Operation and maintenance expenses	(847,234)	(847,234)
Taxes other than equivalent	(12,515)	(12,515)
	<u>\$ 866,482</u>	<u>\$ 1,315,206</u>
<u>Required Net Earnings</u>		
Minimum Earnings Required:		
Debt service - revenue bonds*	\$ 630,671	\$ 630,671
Coverage factor	<u>1.25</u>	<u>1.25</u>
Minimum Earnings Required	<u>\$ 788,339</u>	<u>\$ 788,339</u>
Estimated Debt Coverage - as Defined in Bond Resolutions	<u>1.10</u>	<u>1.67</u>
 DEBT COVERAGE WITH PILOT		
Defined Earnings (above)	\$ 866,482	\$ 1,315,206
Less: Tax Equivalent	(288,483)	(288,483)
Adjusted Defined Earnings	<u>\$ 577,999</u>	<u>\$ 1,026,723</u>
Revenue Bond Debt Service Above	<u>\$ 630,671</u>	<u>\$ 630,671</u>
True Total Debt Coverage	<u>0.92</u>	<u>1.63</u>

* Includes 2022 revenue bonds and full year of debt service on proposed 2024 revenue bonds.

