

Monday, August 26, 2024**6:00 PM****McFarland Municipal Center**
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/87543994777>

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

Webinar ID: 875 4399 4777

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 22, 2024, Public Works & Utilities Committee meeting.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding the stormwater maintenance project and authorize the project for bid.
- b. Discussion regarding sanitary sewer rates
- c. Discussion and action to make a recommendation to the Village Board regarding the approval to relocate Holscher/Broadhead RRFB equipment to a bike crossing on Siggelkow Road in the Juniper Ridge Subdivision.
- d. Discussion and action to make a recommendation to the Village Board regarding Ordinance Amendment 2024-20: an ordinance to update Chapter 47 Cross Connection Control and Back Flow Prevention.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, September 23, 2024 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 22, 2024 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village President Clow 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, Lowell J. Prill, Pauline Boness, Chris Fredrick, Zach Freeman, Eric Kindschi, Marc Nielsen

Members not present: n/a

Staff Present: Village Administrator Matt Schuenke, Public Works Director Lee Igl, Assistant to the Public Works Director, Town and Country staff Brian Berquist and 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 June 24, 2024, Public Works & Utilities Committee meeting.*

Motion by President Clow, seconded by Trustee Prill, to approve the minutes. Nielsen requested an amendment to the minutes under business item 4c. Motion by President Clow, seconded by Trustee Prill to amend the original motion. Motion passed 6-0-1, with Boness abstaining. Motion by President Clow, seconded by Trustee Prill to approve the minutes with the discussed amendment for the June 24, 2024, Public Works & Utilities Committee meeting. Motion passed 6-0-1, with Boness abstaining.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding the*

proposed McFarland 2025-2029 Capital Improvement Plan.

Schuenke provided an overview of the changes to the proposed 2025 to 2029 Capital Improvement Plan (CIP) since the committee last reviewed the plan at their June 24, 2024, meeting.

- President Clow asked if the project for County Highway MN to County Highway AB was included in 2027. Schuenke stated this project is included in 2027, following the County's CIP.

Schuenke commented that the changes to the CIP help to delay additional water rate impacts. Schuenke reviewed the updated CIP.

- President Clow asked if TID #6 had been created. Schuenke explained that the creation of TID #6 was included on the Village Board's agenda for consideration at their July 23rd meeting.
- Fredrick commented that he appreciates the delaying of projects related to his previously presented concerns related to borrowing.
- Boness asked if there is an inflationary factor included within the Paving and Utility Plan. Berquist explained estimates are added, but pricing is updated each year.
- Boness asked if the rehabilitation work at Well 3 would be postponed for 10 years. Berquist and Igl responded that the work had not been postponed for 10 years but had been moved off the five-year plan.

Berquist provided a review of the Public Facilities Needs Assessment that was emailed to committee members and approved previously by the committee and Village Board. Berquist explained that details included within the assessment provided the factors for when an additional well would be needed for the system.

- Freeman asked for clarification regarding the funding for the US Highway 51 Segment 6 project. Schuenke explained that the last funding agreement was \$1.75 million, which is being split between TID #5 and the general fund.
- Nielsen requested that funding shown in the Paving & Utility Plan allocated for water and sewer include further breakdown, splitting these amounts to show the costs for paving and utility material costs. Nielsen explained this would show how much paving costs are being assigned to the utilities.

Motion by President Clow, seconded by Fredrick, to recommend approval to the Village Board regarding the proposed McFarland 2025-2029 Capital Improvement Plan. Motion carries 7 - 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding a proposal for land division at the School District Baseball fields to aid Village Well #5 Improvement.

Schuenke provided an overview of the proposed land division with the School District related to the new Well #5. Schuenke stated that the previously purchased lots of 88 and

87 would be sold and the location of well 5 would be moved to outlot 10, adding the additional space from the school district. Berquist explained how the well site was determined years ago and that the well is required to be 50 feet from the property line.

- Freeman asked what happens when a vacation of the right-of-way occurs. Berquist explained that vacating the right-of-way is a zero dollar cost and each adjacent neighbor receives half.
- Freeman asked for clarification regarding the \$80,000 estimated costs included in the packet summary. Berquist responded that this estimate is for removing the northern portion of the intersection, additional connections, and removal of excess stormwater utilities.
- Freeman asked if it would be beneficial to drill a test well on Lot 88 & 87 before moving forward with the proposed changes. Berquist stated he is pretty confident that the proposed changes will work out and did not recommend the need to drill a test well first.
- Boness asked if the property lot lines would be adjusted once the right-of-way vacation occurs. Berquist responded that this had not been discussed yet.
- Fredrick asked for clarification regarding when vacating the right-of-way would occur and the sale of the properties. Schuenke responded that the timing of all the proposed changes would need to be clarified with Community & Economic Development Director, Andrew Bremer.

Motion by President Clow, seconded by Boness, to recommend approval to the Village Board regarding a proposal for land division at the School District Baseball fields to aid Village Well #5 Improvement. Motion carries 7 - 0 - 0.

c. Discussion and action to make a recommendation to the Village Board regarding ordinance updates to Chapter 53 Excavations.

Igl reviewed the proposed changes to Chapter 53 of the village ordinances to update them for the current process and fees aligning with other area communities.

- Fredrick asked what would happen if a contractor was found completing work that was not permitted. Igl explained this had not occurred yet but the contractor would be shut down and no work could occur until a permit was submitted and approved.

Motion by President Clow, seconded by Fredrick, to recommend approval to the Village Board regarding the changes to Village Ordinance Chapter 53 as presented. Motion carries 7 - 0 - 0.

d. Discussion and action to make a recommendation to the Village Board regarding adopting a new 20-year meter change-out program in lieu of testing.

Igl provided an overview of a proposal to adopt a 20-year meter change-out program that would need to be submitted to the Public Service Commission (PSC) for their approval.

- President Clow asked if the proposal would result in replacing all water meters

in 20 years. Igl responded that the meter change-out would start prior to the 20-year mark, so all the meters have changed by 20 years.

- Freeman asked what the alternative would be instead of the 20-year meter change-out. Igl stated that 10-year testing would be required on meters which would need to begin soon to meet requirements.
- Nielsen asked how over registering of meters would be handled. Igl and Berquist responded that over registering is not typically seen. Berquist added that meters tend to under register rather than over.

Motion by President Clow, seconded by Kindschi, to recommend approval to the Village Board regarding the adoption of a new 20-year meter replacement program and submittal to the Public Service Commission. Motion carries 7 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, August 26, 2024 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Trustee Prill, seconded by Fredrick, to adjourn at 7:06 pm

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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, August 26, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the stormwater maintenance project and authorize the project for bid.

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended approval to the Village Board regarding a proposal from Town & Country Engineering to create a stormwater management area maintenance plan at their April 24, 2023, meeting.

The Village Board approved the proposal from Town & Country at their May 8, 2023, meeting.

The Public Works and Utilities Committee reviewed the first draft of the plan at their meeting on November 27, 2023.

The Public Works and Utilities Committee recommended approval of the Maintenance Plan for Village-Owned Stormwater Improvements at their December 20, 2023, meeting. The committee included in their recommendation the creation of a policy regarding the procedure for ongoing monitoring of stormwater sites.

The Village Board approved the plan at their January 9, 2024, meeting.

ISSUE SUMMARY:

The committee approved a proposal from Town & Country Engineering to create a stormwater management maintenance plan in 2023. The plan was intended to assist with maintaining the stormwater management areas throughout the village and for additional areas that will be transferred to the Village in the future. The plan created by Town & Country Engineering was reviewed and recommended for approval by the Public Works & Utilities Committee in November 2023. As a plan, it can be used as a guide to steer projects within our capital improvement planning and other maintenance needs from year to year.

In the winter of 2025, we are looking to start working on the proposed plan, by completing dredging and vegetation clean-up at Parkview Estates 2 and Commerce Park 3 stormwater facilities. We would put the projects out for bid in late fall 2024 and complete the work in early 2025, when there is ice on the facilities.

The bids will not be approved until completion and approval of the 2025 budget and capital improvement plan is complete.



FINANCIAL/BUDGET IMPACT:

Minor financial impact to put the project out for bid. The project is in the proposed 2025 - 2029 CIP for a total of \$450,000.

VILLAGE PLAN REFERENCE:

[2023 Stormwater BMP Maintenance Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend approval to the Village Board regarding the stormwater maintenance project and authorize the project for bid.

ATTACHMENTS:

1. MC 227 SHEETS

2025 STORMWATER MAINTENANCE

TRIANGLE STREET, PERROT PLACE

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL – STANDARD CONSTRUCTION DETAILS
3	PLAN – COMMERCE PARK POND 3
4	PLAN – PARKVIEW ESTATES POND 2
X1	CROSS SECTIONS



NO SCALE



TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

LEGEND

UNDERGROUND TELE.	UT
UNDERGROUND CATV.	UCATV
UNDERGROUND ELEC.	UE
OVERHEAD	OH
EXISTING GAS	G
PROPERTY LINE	W M
EXISTING WATER MAIN	W M
EXISTING SANITARY SEWER	SAN
EXISTING STORM SEWER	STM
EXISTING FENCE LINE	X
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW STORM SEWER	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW WATER MAIN	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW SANITARY SEWER	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

NEW ITEMS:	WATER VALVE	CURB STOP	HYDRANT	MANHOLE	CURB INLET	ENDWALL	GAS WARNING
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EXISTING ITEMS:	FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE	LAMP POST	PULL BOX
	WATER VALVE	CURB STOP	HYDRANT	WELL	MONITORING WELL	TRACER WIRE
	SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE	CURB INLET	CIRCULAR INLET
	SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)	EVERGREEN	SHRUB OR HEDGE
	CATV. PED.	TELE. PED.	ELEC. PED.	GAS VALVE	STREET SIGN	IRON PIPE
						IRON ROD

NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING





McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 26, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding sanitary sewer rates

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended a rate increase of \$1.50 to the variable sanitary sewer rate at their August 22, 2022, meeting.

The Village Board approved a rate increase of \$1.50 to the variable sanitary sewer rate at their September 13, 2022, meeting.

ISSUE SUMMARY:

In 2022, a study on sanitary sewer rates was completed by Town & Country Engineering. The enclosed Cash Flow Analysis report was created and, in response, a rate increase was approved for the variable sanitary sewer rate in late 2022. The new rate of \$5.50 per 1,000 gallons was put into effect on January 11, 2023.

One of the largest expenditures that continues to increase within our accounting is the charges from the Madison Metropolitan Sewerage District (MMSD). MMSD provides for the treatment of the wastewater we send to them from our system and has its own governing board that sets its charges for participating municipalities, which includes Madison and adjoining metropolitan areas. Other operation costs have also increased, including payments for debt service to support capital infrastructure.

In the enclosed Cash Flow Analysis, Town & Country recommended 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 the assumptions presented hold, this would help bring the sewer utility back to a positive financial position in 2025. The document recommended another variable rate increase in 2024 of an additional \$1.00, bringing the new rate to \$6.50 per 1,000 gallons. At this time, no rate increase has occurred since January 2023.

As a rate increase from MMSD is anticipated for 2025, staff are seeking the committee's suggestion on how to proceed and inquiring if another rate study would be recommended. Town & Country will review the assumptions based on the 2022 and 2023 audits and present their findings to the committee during the meeting.
This item is for discussion only at this time.

FINANCIAL/BUDGET IMPACT:



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is required on this item at this time.

ATTACHMENTS:

1. Pages from 09.13.2022 VB Packet
2. 2022 User Charge System - 2024 Quick True Up

VILLAGE OF McFARLAND - SEWER UTILITY
CASH FLOW ANALYSIS
August 2022

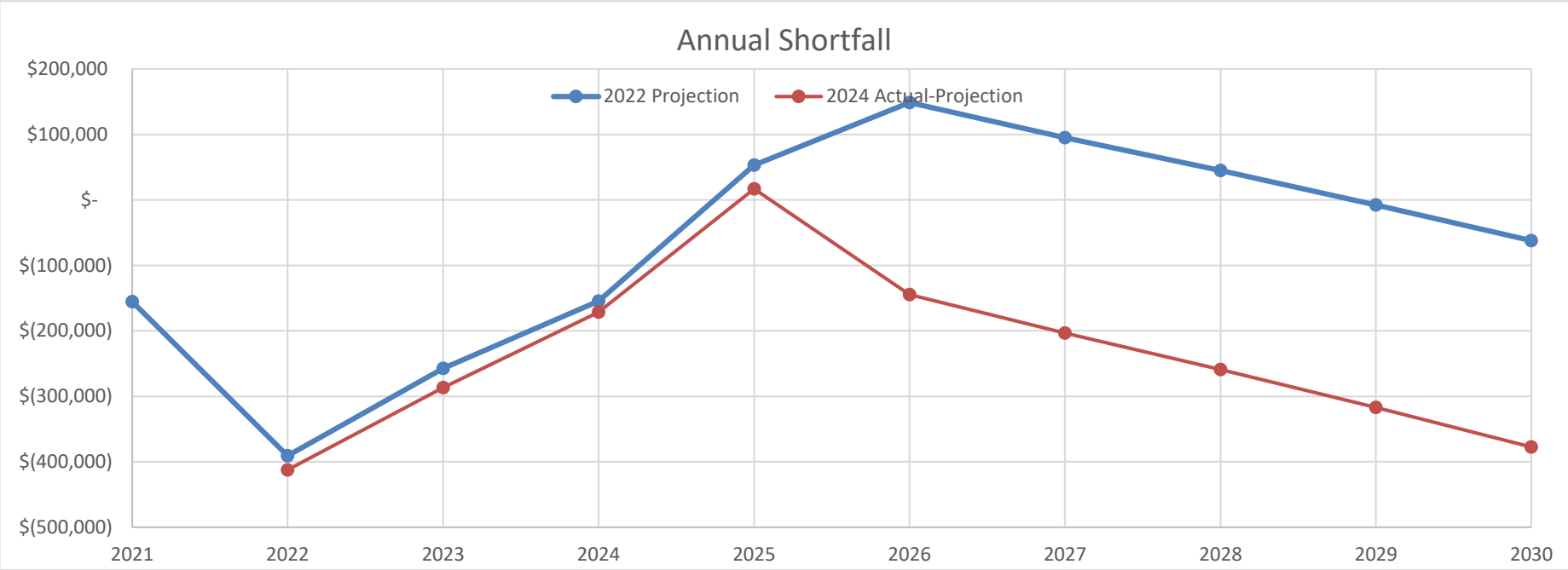
Input value in cash flow sheet
Input value from Sensitive Analysis sheet

ASSUMPTIONS

		Lift Station Project	Exchange Street Project
INTEREST INCOME RATE ASSUMED	0.50%	\$ 2,000,000	\$ 850,000
O&M ANNUAL INCREASE	3.00%	\$ 140,722	\$ 59,807
MMSD ANNUAL INCREASE	8.50%		
Sewer System replacement fund and lease	3.00%	After 2025 change to :	3%
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%)	\$ -		\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722
Exchange Street Project					\$ 59,807	\$ 59,807	\$ 59,807	\$ 59,807	\$ 59,807	\$ 59,807
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	\$ 2,073,738	\$ 2,178,842	\$ 2,180,105	\$ 2,192,236	\$ 2,251,753	\$ 2,307,905	\$ 2,366,217	\$ 2,426,742
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	\$ (44,251)	\$ (198,863)	\$ (145,787)	\$ 2,928	\$ 97,989	\$ 142,760	\$ 135,082
Annual Excess Revenue (Shortfall)	\$ (155,346)	\$ (390,871)	\$ (257,487)	\$ (154,611)	\$ 53,075	\$ 148,715	\$ 95,061	\$ 44,772	\$ (7,678)	\$ (62,340)
Total Available Carryover	\$ 604,106	\$ 213,235	\$ (44,251)	\$ (198,863)	\$ (145,787)	\$ 2,928	\$ 97,989	\$ 142,760	\$ 135,082	\$ 72,741
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



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 26, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the approval to relocate Holscher/Broadhead RRFB equipment to a bike crossing on Siggelkow Road in the Juniper Ridge Subdivision.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

With the recommendation of the intersection of Broadhead and Holscher becoming a 4-way stop, it was also recommended that the rectangular rapid flashing beacons (RRFB) be removed.

We are obtaining proposals for the removal of the RRFBs and have been looking for locations to re-install them. The location staff is recommending is for two of the four overhead mast arms with RRFB, is the Juniper Ridge Park bike path crossing Siggelkow Road. Enclosed is a picture of the proposed location. This crossing is on the bottom of a hill and mast arms would allow greater visibility to provide advance warning of pedestrians crossing the street.

FINANCIAL/BUDGET IMPACT:

Cost proposals will be reviewed within the meeting but likely funded out of the Capital Projects Fund through traffic safety allocations.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend approval to the Village Board regarding the relocation of the existing RRFB equipment from the Holscher/Broadhead intersection to the bike crossing on Siggelkow Road.

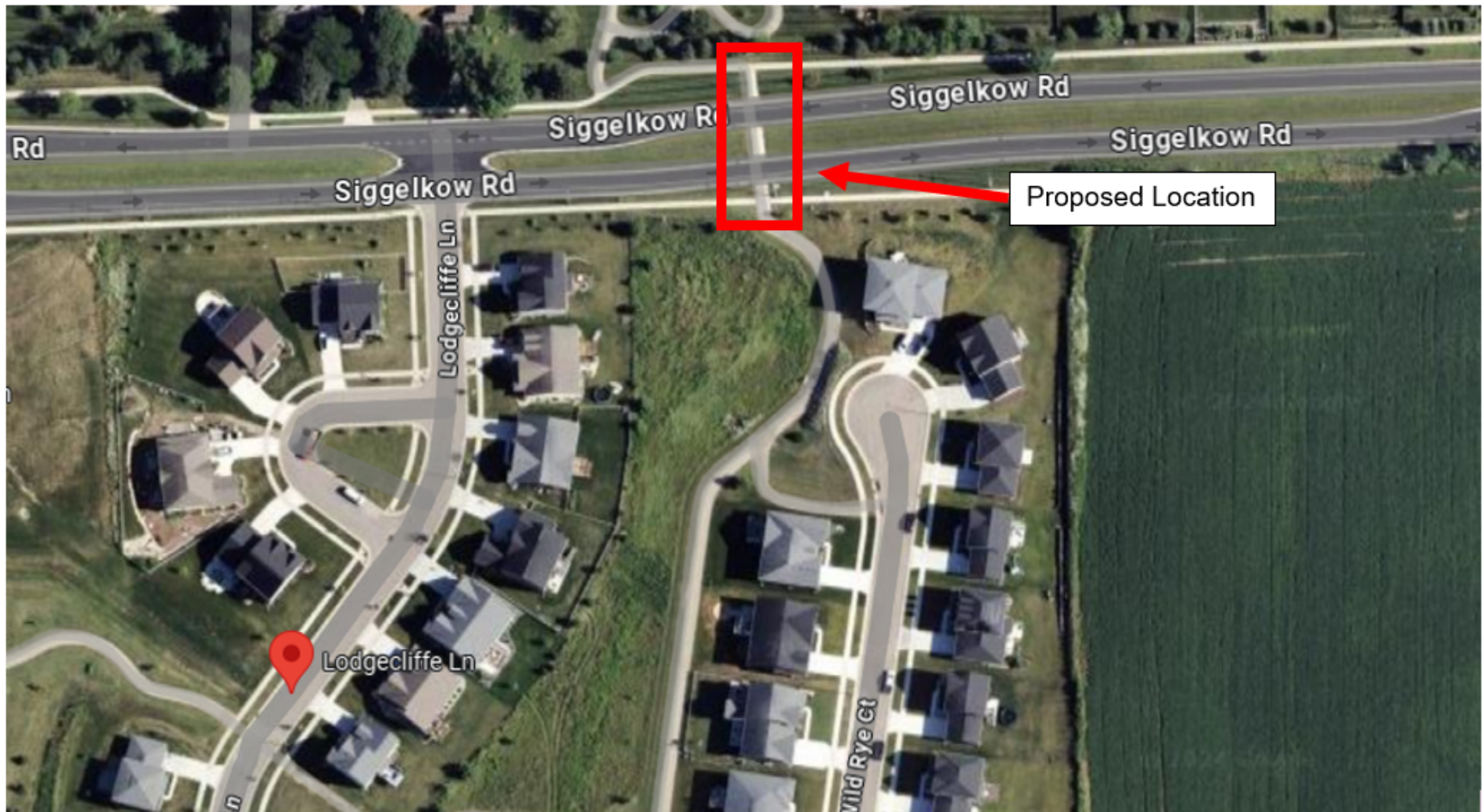
ATTACHMENTS:

1. RRFB Holscher Broadhead



2. RRFB Proposed Location





McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 26, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding Ordinance Amendment 2024-20: an ordinance to update Chapter 47 Cross Connection Control and Back Flow Prevention.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed with the packet are suggested edits to the Cross Connection Control program and Chapter 47 ordinance language. The [Cross Connection Control Guideline](#) was approved by the Public Utilities Committee on November 20, 2012. Since that time, the utility has followed the program to obtain the necessary cross connection inspections and to assure properties are in compliance, as is required by the Wisconsin DNR. The current program, while meeting the DNR requirements, does leave room for interpretation and can cause confusion for inspectors and/or property owners. In order to improve the process and understanding, staff are recommending the enclosed edits to village ordinance language. The village attorney has reviewed the suggestions and recommended additional edits which have been included.

The edits will also include the creation of a form that will be sent to applicable Commercial, Public Authority, and Multi-Family properties for their inspection and completion. This form removes the current procedure of an inspector mailing or emailing a letter to the utility stating the property has been inspected and is free of any non-protected cross connections. The form also provides the utility with more detailed information about the interior plumbing of the property. The form is included within the packet for review.

The edits also create the ability for the utility to fine property owners who fail to comply with the completion of the cross connection inspection and/or failure to fix a concern. The vast majority of properties are in compliance with their cross connection inspections, but some properties have been difficult or fail to complete the required inspections. Commercial, Multi-Family, and Public Authority properties are notified via a letter for required inspections as they are due.

Staff are seeking the committee's recommendation regarding the updates to the ordinance language.

FINANCIAL/BUDGET IMPACT:



There is minimal impact financially with these changes. If a property fails to comply, the property owner may be subject to forfeitures or fines.

VILLAGE PLAN REFERENCE:

[Cross Connection Guideline November 2012](#)

ORDINANCE REFERENCE:

[Chapter 47 Cross Connection Control and Back Flow Prevention](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend approval to the Village Board regarding Ordinance Amendment 2024-20: an ordinance to amend Chapter 47 Cross Connection Control and Back Flow Prevention as presented.

ATTACHMENTS:

1. Ord_2024-20 Updates to Chapter 47 Cross Connection Control and Back Flow Prevention 08.02.2024
2. McF_Cross_Connection_Survey_Form_-_Commercial_Public_Authority

**VILLAGE OF MCFARLAND
ORDINANCE 2024-20**

**AN ORDINANCE TO UPDATE CROSS CONNECTION CONTROL AND BACK
FLOW PREVENTION IN THE VILLAGE**

PURPOSE:, To update the cross connection control and back flow prevention ordinance.

SPONSOR: Public Works Director Lee Igl

RECOMMENDED REFERRAL: Public Works & Utilities Committee.

PUBLIC HEARING: None.

NOW THEREFORE, be it ordained by the Village Board of the Village of McFarland, in the State of Wisconsin, as follows:

SECTION 1: **AMENDMENT** “47-60 Purpose” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

47-60 Purpose

- (a) To protect the health and welfare of users of the public potable water supply of the Village of McFarland from the possibility of contamination or pollution of the public water system under the direct authority of the McFarland Public Water Utility.
- (b) To control and promote the elimination of existing cross connections (actual or potential) between potable water systems containing potable water from the public water system and water from other sources containing substance(s) which may contaminate or pollute the water supply.
- (c) To provide for the maintenance of a continuing comprehensive program of cross connection control to systematically and effectively prevent the contamination or pollution of potable water systems under the direct authority of the McFarland Public Water Utility.

(d) To comply with § NR 810.15 and SPS 382.41, Wis. Adm. Code.

(Ord. No. 2010-10, § 1, 10-25-2010)

SECTION 2: **AMENDMENT** “47-61 Definitions” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

47-61 Definitions

- (a) *Back flow* means the unwanted reverse flow of liquids, solids or gases or other substances under positive or reduced pressure into the Village of McFarland water supply.
- (b) *Back flow preventer* means any generic back flow prevention device or assembly.
- (c) *Back siphonage* means the creation of a back flow as a result of a sudden reduction of pressure in the utility's potable water supply system.
- (d) Commercial means containing a business, not-for-profit organization, or other institution (except government) that provides goods or services and obtains municipal water service for non-residential purposes, including mixed-use commercial and residential properties.
- (e) Commercial similar to residential means commercial properties determined by the Public Works Department to pose cross connection risks similar to residential properties.
- (f) *Cross connection* means any connection between two otherwise separate systems, one of which contains potable water from a public water system and the other water from a private source, water of unknown or questionable safety, or steam, gases or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.
- (g) Public Authority means a branch of local, state, or federal government, including public schools.
- (h) Residential properties are properties where water service is provided solely for residential purposes.

(Ord. No. 2010-10, § 1, 10-25-2010)

SECTION 3: **AMENDMENT** “47-63 Responsibility” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

47-63 Responsibility

The McFarland Water Utility shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to back flow of contaminants or pollutants. The McFarland Water Utility shall adopt policies consistent with this division, Wis. Admin. Code § ~~COMM-82.41~~ SPS 382.41 and § NR ~~811.09~~ 810.15. ~~Such policies shall be known as the "Cross Connection Control Manual." The Utility may establish fees, which shall be set forth in the Cross Connection Control Manual, for maintaining the comprehensive cross connection control protection plan.~~ The McFarland Water Utility is required to develop and

implement a cross-connection control program designed to prevent contamination of the municipal potable water supply through illegal interconnections between private, auxiliary, or emergency water supplies and the water distribution system and to submit annual reports requirements to the WDNR on a timely basis.

(Ord. No. 2010-10, § 1, 10-25-2010)

SECTION 4: **AMENDMENT** “47-64 Customer Responsibility” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

47-64 Customer Responsibility

The owner of each property served by the McFarland Water Utility shall be responsible for the protection of the customers' potable water system.

- (a) The owner shall, at their own expense, install and maintain all back flow preventers in accordance with Wis. Admin. Code § ~~COMM 82.21~~SPS 382.41 and the Utility's ~~cross connection control manual~~ cross-connection control program. All malfunctions ~~revealed of backflow prevention devices~~ shall be corrected as soon as practicable and without delay.
- (b) The owner shall inform the McFarland Water Utility of any proposed or modified cross connections and any existing cross connections not protected by an approved back flow preventer.
- (c) The owner shall not install any bypass around any back flow preventer unless a back flow preventer of the same type exists in the bypass.
- (d) Whenever a water system cannot be shut down for testing of a back flow preventer, additional assemblies shall be installed to permit necessary testing and maintenance.
- (e) Whenever fixtures, equipment or appurtenances using potable water are installed upstream of a back flow preventer, such fixtures, equipment or appurtenances shall have ~~its~~ their own approved back flow prevention means.
- (f) All back flow prevention practices shall be in accordance with Wis. Admin. Code § ~~COMM 82-84~~SPS 382.41 and the utility's cross connection control manual.
- (g) The owner shall ~~eliminate or protect from all~~ not allow any cross connections on ~~their~~ the owner's premises unless properly protected by an appropriate protection device.

(Ord. No. 2010-10, § 1, 10-25-2010)

SECTION 5: **AMENDMENT** “47-65 Inspections” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

47-65 Inspections

The McFarland Water Utility shall cause surveys to be made of all properties serviced by the Utility where cross connections with the public water system are possible. Customers/property owners will be contacted to schedule cross-connection inspections at the owner's property. The inspection authority (as designated below) shall determine if a cross-connection exists, assess the severity of the interconnection, and determine if it can be corrected while on-site. Each property owner is required to correct all illegal cross connections at their expense. In the case that the cross-connection can be corrected immediately, corrections shall be made and the Utility will note that the property is in compliance. If the cross-connection cannot be corrected while on-site, the inspection authority will inform the customer of the cross-connection and then schedule an appointment no less than 30 days from the initial inspection date to determine if the correction was made. If requested by the property owner, one extension of up to 30 days may be granted. All cross-connection forms must be completed, signed by the inspection authority, and returned to the McFarland Water Utility.

- (a) ~~All properties shall be surveyed a minimum of once every ten years.~~ Residential and Commercial Similar to Residential properties. The McFarland Water Utility employees, or a licensed inspector or plumber designated by the Utility, are the inspection authority for existing residential properties and commercial similar to residential properties, unless the property is deemed high risk. In lieu of low-hazard (kitchen and bathroom) inspections, an informational brochure may be provided to customers/property owners at time of inspection. An information brochure may also be provided to all customers/property owners annually along with the Consumer Confidence Report (CCR). The McFarland Water Utility or a licensed inspector or plumber designated by the Utility (the inspection authority) shall perform a cross connection inspection on residential and commercial similar to residential premises.
- (b) ~~All nonresidential properties serviced by the Utility may be surveyed more often than once every ten years as defined in the cross-connection control manual.~~ Commercial properties. The McFarland Water Utility will mail a letter and a McFarland Water Utility inspection form to commercial properties, requiring each to have a licensed inspector or plumber (the inspection authority) perform a cross connection inspection on their premises. The customer shall cause the inspection to be completed as directed in the letter. Commercial properties with frequent occupancy changes are considered high risk.
- (c) ~~The Utility may perform cross-connection surveys. The Utility may require the property owner, at the owner's expense, to have the water system surveyed for cross connections by a person trained in accordance with the American Society of Sanitary Engineers ("ASSE") Standard No. 5120 as a cross-connection control surveyor.~~ Public Authority properties. All public authority customers will be considered high risk hazard. The McFarland Water Utility will mail a letter and a McFarland Water Utility inspection form to all public authority properties requiring each to have a licensed inspector or plumber (the inspection authority) perform a cross-connection

inspection on their premises. The customer shall cause the inspection to be completed as directed in the letter.

- (d) ~~The McFarland Water Utility may require more frequent surveys in its discretion where justified by the presence of potential public health hazards.~~
- (e) Schedule for Inspection/Reinspection. Unless otherwise authorized by the WDNR, inspection schedules shall be as follows:
 - (1) Residential properties will be inspected a minimum of once every 10 years.
 - (2) Commercial properties classified as high risk hazard will be inspected a minimum of once every 2 years.
 - (3) Commercial similar to residential properties (low risk hazard) will be inspected a minimum of once every 5 years, unless plumbing changes results in a reclassification.
 - (4) Public Authority properties will be inspected a minimum of once every 2 years.
 - (5) The McFarland Water Utility may require more frequent inspections at its discretion where justified by the presence of potential public health hazards or when plumbing changes occur at a property which reclassifies the property and it's required inspection schedule.
- (f) Records of inspections shall be kept at the McFarland Water Utility located at 5115 Terminal Drive, McFarland, WI, and saved in accordance with the Village's records retention policy.

(Ord. No. 2010-10, § 1, 10-25-2010; Ord. No. 2013-03, § 1, 1-28-2013)

SECTION 6: AMENDMENT “47-67 Authority To Discontinue Service” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

47-67 Authority To Discontinue Service

- (a) The Utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this division exists and to take such other precautionary measures deemed necessary in the Utility's discretion to eliminate any danger of contamination of the public water system.
- (b) ~~If the danger of contamination is not imminent, water service shall be discontinued only after reasonable notice and an opportunity for hearing pursuant to the procedures set forth in Chapter 2, Article XI, of the McFarland Municipal Code. In the event of imminent danger to the public health, safety or welfare, water service may be discontinued immediately. In such instance, a hearing shall be held no later than ten days after the emergency discontinuance unless agreed to in writing by the property owner. The hearing shall be held before the Village of McFarland Utility Committee according to the procedures set forth in Section 2-996 of the McFarland Municipal~~

~~Code. A final written determination shall be issued within five days of the completion of the hearing.~~

- (c) **Residential or Commercial similar to residential properties.** The McFarland Water Utility will make at least 3 attempts to contact and schedule inspection appointments. Contacts may include phone conversations, phone messages, email communications, face-to-face conversations and written notice left at the property. All attempts at contact, no-shows, and cancelled appointments will be documented. The property owner will be subject to a forfeiture not exceeding \$75 per week and/or the Utility reserves the right to follow the steps outlined in the § PSC 185.37, Wis. Admin. Code for disconnection of service.
- (d) **Commercial or Public Authority properties.** The McFarland Water Utility will mail an initial letter outlining the cross connection inspection forms and qualifications required for an approved inspection. Commercial or Public Authority properties will be given 3 months to have their inspections completed and inspection form returned to the McFarland Water Utility. Commercial or Public Authority properties who neglect to have the inspections completed after the initial 3 months will be sent a follow-up letter and given an additional 2 months to comply. In the event that a completed inspection is not submitted after the additional 2 months, the property will be subject to a forfeiture of at least \$200.00 per week and/or the utility reserves the right to follow the steps outlined by the § PSC 185.37, Wis. Admin. Code for disconnection of service.

(Ord. No. 2010-10, § 1, 10-25-2010)

PASSED AND ADOPTED BY THE VILLAGE OF MCFARLAND VILLAGE BOARD

_____.

	AYE	NAY	ABSENT	ABSTAIN
Brandt	_____	_____	_____	_____
Brassington	_____	_____	_____	_____
Clow	_____	_____	_____	_____
Fessler	_____	_____	_____	_____
Leamy	_____	_____	_____	_____
Peña	_____	_____	_____	_____
Prill	_____	_____	_____	_____

Presiding Officer

Attest

Carolyn Clow, Village President,
Village of McFarland

Cassandra Suettinger, Deputy
Administrator/Clerk, Village of
McFarland

Village of McFarland Cross Connection Survey (Commercial/Public Authority Customers)

This survey is being performed in accordance with WI DNR Code NR 810.15, Department of Safety and Professional Services (DSPS) Code 382.41, and the Village of McFarland Municipal Code to ensure safe drinking water.

Compliant? ☐ Yes (no further action required)

☐ No (see table below for corrective action)

Customer/Account ID: _____

Survey Date: _____

Property Address: _____

Owner Name: _____

Tenant Name: _____

Owner Phone: _____

Tenant Phone: _____

If property is commercial: what is the risk level for cross-connection contamination? ☐ High ☐ Low

Fixture Type	Quantity	Approved?	Location/Description	Device

If RP valves/backflow preventers are present, please include additional information on the back of this form.

Backflow prevention devices, assemblies and methods must conform to the following National Standards. State plumbing code and consultant information can be found online at <https://dsps.wi.gov/Pages/Programs/Plumbing/Default.aspx>.

NOTICE: Cross connections identified during the survey must be corrected within 30 days of the initial survey visit. When corrective action is completed, please call McFarland Water Utility at 608-838-7287. Removal of installed items or failure to make required corrections may result in disconnection of your water service and/or forfeitures.

Inspector's Name _____

Inspector's Signature _____

Owner/Resident Signature _____

Does this cover the entire property and all units? ☐ Yes ☐ No*

*If no, what units are not included: _____

Failure to complete an inspection for all units, could keep the property as non-compliant.

RP Valve/backflow preventer information

Backflow preventer Type	Size	Pass/Fail?	Date of Last Inspection