

VILLAGE OF MCFARLAND
Public Works & Utilities Committee Minutes

Monday, October 28, 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: President Clow, Trustee Prill, Pauline Boness, Chris Fredrick, Zach Freeman, Eric Kindschi, Marc Nielsen

Members not present: n/a

Staff Present: Public Works Director Lee Igl, Streets & Utilities Superintendent Bob Jacobs, Assistant to the Public Works Director Aimee Irwin

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 September 23, 2024, Public Works & Utilities Committee meeting.*

Motion by President Clow, seconded by Trustee Prill, to approve the minutes of the September 23, 2024, Public Works & Utilities Committee meeting. Motion carries 7 - 0 - 0.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding the draft 2025 Budget for the Utilities Fund (600).*

Igl stated there was a typo on the summary sheet noting that next year includes water mains not on Exchange Street, but streets associated with the Highway 51 project. Igl reviewed the revenues and expenses for both water and sewer. He noted a sewer rate

study is underway, borrowing will occur for the Lift Station #2 project in 2025, water public charges for services include the recent water rate increase that took effect in 2024, and a water rate case is planned in 2025 associated with the Well #5 project. Igl explained that overtime is trending higher due to staff choosing overtime over comp time.

- Nielsen asked for clarification regarding the Support Services line under sewer transportation based on the year to date amount versus the 2024 projected and 2025 budget. Igl explained that at the time of budget creation, MMSD had only invoiced the village for one quarter of charges.
- Boness asked why salaries were decreasing under sewer system maintenance. Igl explained that staff are selecting tasks on their timecards and spending less time on these tasks. Boness asked if there were any staffing adjustments planned for 2025. Igl explained a new Facilities Maintenance Manager will be new to the department in 2024, but no new staffing is planned in 2025.
- Nielsen recommended that the tax equivalency be adjusted to zero in the future to assist with lowering water rates for utility customers. Nielsen recommended that paving costs be removed from the project costs allocated to the utilities during the next rate case.
- Igl explained that the paving costs are allocated at 35% and audited at the conclusion of the project to reflect actual costs.

Motion by President Clow, seconded by Trustee Prill, to recommend approval to the Village Board regarding the draft 2025 Budget for the Utilities Fund (600). Motion carries 6 - 1 - 0, with Nielsen voting nay.

b. Discussion and action to make a recommendation to the Village Board regarding the draft 2025 Budget for the Stormwater Utility Fund (605).

Igl reviewed the revenues and expenses for the stormwater utility draft 2025 budget.

- Nielsen asked what additional expenses are included in support services. Igl explained that the adaptive management through MMSD has increased over the years. Irwin responded that expenses included within support services include Simple Network, which is the village's IT service, along with other shared expenses across the village. Nielsen explained that additional costs within this budget are then incorporated into the stormwater rate charged to customers.

Motion by President Clow, seconded by Trustee Prill, to recommend approval to the Village Board regarding the draft 2025 Budget for the Stormwater Utility Fund (605). Motion carries 7 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, November 25, 2024 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Fredrick, seconded by Boness, 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