

VILLAGE OF MCFARLAND

Public Works & Utilities Committee Minutes

Wednesday, December 18, 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, Chris Fredrick, Zach Freeman, Eric Kindschi, Marc Nielsen

Members not present: Pauline Boness

Staff Present: Village Administrator Matt Schuenke, Assistant to the Public Works Director Aimee Irwin, and Town & Country staff, 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 October 28, 2024 Public Works & Utilities Committee meeting.*

Motion by President Clow, seconded by Trustee Prill, to approve the minutes of the October 28, 2024, Public Works & Utilities Committee meeting. Motion carries 6 - 0 - 0.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding award of contract for the 2025 stormwater maintenance project.*

Stieve provided an overview of the 2025 stormwater maintenance project including project locations. Stieve reviewed the bid tabulations and recommended the award of contract to Drax Inc as the low bidder.

- Nielsen asked if the City of Verona was contacted about their experience with Drax Inc. Stieve did not contact the City of Verona, but Town and Country has had other experience with Drax Inc.
- Freeman asked if the amount of material removed would have an impact on the cost of the project. Stieve responded that they are confident with the estimated amount of material to be removed and do not expect a lot of change.

Motion by President Clow, seconded by Fredrick, to recommend approval to the Village Board the award of contract to Drax Inc. of Madison for the 2025 stormwater maintenance project for the amount of \$417,250 including the base bid plus the alternate bids 1, 2, and 3 with additional expenses for engineering, construction administration, and contingency for a total project cost in the amount of \$503,000. Motion carries 6 - 0.

b. Presentation and discussion regarding sanitary sewer rates

Stieve provided an overview of the updated cash flow analysis related to sanitary sewer rates. Schuenke stated that the biggest impact on sanitary sewer rates is the MMSD expense. President Clow provided a summary of her work on the Executive Council for MMSD, including the hiring efforts for the MMSD Executive Director.

- Nielsen asked how the potential rate design was formed. Stieve responded that the fixed and variable charges can be adjusted based on the desire of the committee in order to meet the target revenue amount.
- Fredrick asked for clarification on the usage charge being proposed. Stieve and Irwin responded that the proposed usage amount would adjust from \$5.50 to \$7.33. Fredrick suggested adjustments occur more on the variable or usage charge rather than the fixed charge, as customers have a better ability to control their usage.
- President Clow recommended that staff review and consider rate adjustments in relation to other rate adjustments for water, sewer, and stormwater.
- Fredrick suggested that when rate adjustments occur, explanation is provided to customers related to what specific expenses impact rates, such as MMSD and projects to update infrastructure.

c. Discussion and action to make a recommendation to the Village Board regarding asset management and work order software for the Public Works Department.

Irwin provided an overview related to the current asset management and work order software, RMT, including difficulties that have been experienced. Irwin stated that staff and the department conducted research on available products that would better align with the department's needs and goals. Staff recommend implementing the software Brightly in 2025.

- Fredrick clarified that the contract price with Brightly would be less than RMT. Irwin responded that the cost for Brightly is less than RMT. Fredrick suggested that staff review the contract established with RMT and investigate whether funds could be returned due to contract non-performance.

- Freeman clarified the contract price proposal with Brightly. Irwin responded that throughout research, staff found product offerings that are less than the current RMT software.

Motion by Fredrick, seconded by Trustee Prill, to recommend approval to the Village Board regarding a proposal for asset management and work order software with Brightly Software Inc. beginning in 2025. Motion carries 6 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, January 27, 2025, at 6:00 p.m.

6. ADJOURNMENT.

Motion by Fredrick, seconded by Nielsen, to adjourn at 6:41 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