

VILLAGE OF MCFARLAND

**Public Works & Utilities Committee Minutes**

*Wednesday, May 28, 2025 - 6:00 PM*

**1. CALL TO ORDER, ROLL CALL.**

Village President Brassington 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 Brassington, Trustee Prill, Pauline Boness, Zach Freeman, Eric Kindschi

Members not present: Chris Fredrick, Timothy Goers

Staff Present: Public Works Director Lee Igl and 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 Public Works & Utilities Committee meeting held on April 28, 2025.*

Motion by President Brassington, seconded by Trustee Prill, to approve the minutes of the Public Works & Utilities Committee meeting held on April 28, 2025. Motion carries 5 - 0 - 0.

**4. BUSINESS.**

*a. Presentation and discussion regarding the 2024 Audit and Financial Statements.*

Jodi Dobson with Baker Tilly provided an overview of the audit process and reviewed the enclosed handout regarding the utility's performance.

- Boness asked why the operating expenses were reduced in 2024 from 2023 for the water utility. Dobson responded that one of the water towers was painted in

2023.

b. Discussion and action to make a recommendation to the Village Board regarding the annual CMAR submittal for 2024.

Igl reviewed the 2024 report which looks at the sewer utility in terms of maintenance and its equipment replacement fund.

- President Brassington asked about the frequency of reporting. Igl stated that the report is required annually but if there are any concerns, such as a sewer back-up or spill, those are reported as they occur.

Motion by President Brassington, seconded by Boness, to recommend approval to the Village Board regarding the 2024 Compliance Maintenance Annual Report (CMAR) as presented. Motion carries 5 - 0 - 0.

c. Update regarding the 2025 Sanitary Survey report performed by the Wisconsin Department of Natural Resources (DNR)

Igl provided an overview of the sanitary survey that was completed earlier in 2025. Igl explained that a sanitary survey is required every three years and there were two deficiencies identified in 2025.

- President Brassington asked if there was a timeframe for correction of the non-conforming features. Igl explained that these features can be corrected as rehabilitations occur at the identified locations.
- Boness asked if the DNR had provided a response to the utility's letter. Igl stated he had not received a response but the DNR would follow up based on the deadlines set in the DNR's letter.
- Boness asked if the separation of chemicals had been noted previously. Igl explained this has been an ongoing non-conforming feature.
- Freeman asked if the non-conforming features need to be corrected within a specified timeframe. Igl responded that locations were built to code at their time, but the code has been adjusted and when rehabilitations happen, then those locations would need to be brought up to code which should address the non-conforming feature.

d. Discussion and action to make a recommendation regarding the updated Community Water System Emergency Response Plan for EPA.

Igl reviewed the updated Emergency Response Plan for the EPA and explained that the document was last updated in 2021. Igl added that the document would be reviewed annually for necessary updates.

- President Brassington asked if the plan was acceptable previously. Igl stated it was acceptable.
- Freeman asked if the changes would be finalized once approved by the committee. Igl responded that the document would be finalized once approved.

Motion by President Brassington, seconded by Trustee Prill, to approve the updated Community Water System Emergency Response Plan as presented. Motion carries 5 - 0 - 0.

**5. SCHEDULE NEXT MEETING DATE.**

a. Monday, June 23, 2025, at 6:00 p.m.

**6. ADJOURNMENT.**

Motion by Boness, the committee adjourned by unanimous consent at 6:26 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