

**PUBLIC UTILITIES COMMITTEE**

**Tuesday, June 21, 2016**

**6:00 P.M.**

**McFarland Municipal Center  
Conference Room "A"**

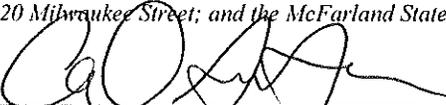
**AGENDA**

1. Call to Order.
2. Public Comments.
3. Review and possible approval of draft Minutes from the Public Utilities Committee Meeting of May 17, 2016.
4. Review and discussion of the 2015 Compliance Maintenance Annual Report (CMAR) for sanitary sewer system. Action on proposed Resolution #PUC 01-2016 accepting the CMAR for 2015.
5. Discussion and possible action on a customer appeal of a water bill.
6. Discussion and recommendation to Village Board regarding PSN.
7. Staff Reports.
  - a. Update on activities
  - b. Impact Fee Summary
8. Adjournment.

**NOTES:**

- 1) Persons needing special accommodations should call 838-7287 at least 24 hours prior to the meeting.
- 2) A quorum of The Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village trustees. No matter shall be considered nor shall any action be taken by said Village Board members at this meeting.
- 3) More specific information about agenda items may be obtained by calling 838-7287.

*This agenda was posted, or caused to be posted, by my hand on the 17<sup>th</sup> day of June, 2016 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and the McFarland State Bank, 5990 Hwy. 51.*

  
Cassandra Suettinger, Clerk/Deputy Treasurer

**Public Utilities Committee  
Meeting Minutes – DRAFT  
May 17, 2016**

**Members Present:** Mary Pat Lytle, Stephanie Brassington, Chris Fredrick, Ernie Peterson and Craig Weiss

**Members Absent:** Marc Nielsen

**Staff Present:** Pauline Boness, Allan Coville and Linda Dieckhoff

**Others Present:** Brian Berquist (Town & Country), Colette Spranger (RDRoffers) and Rebecca Sergeant (RDRoffers)

1. **Call to Order.** The meeting was called to order at 6:02 p.m. by Chair Lytle in Conference Room "A" at the Municipal Center.
2. **Public Comments.** None
3. **Review and possible approval of draft Minutes from the Public Utilities Committee Meeting of April 19, 2016.**

**Motion** by Brassington, second by Weiss, to approve the draft minutes from the Public Utilities Committee Meeting of April 19, 2016 with changes. Fredrick abstained. Motion carried 4-0-1.

4. **Discussion and possible recommendation regarding the Comprehensive Plan Update.**

Comprehensive Plan Results from Public Utilities Committee is part of the minutes.

5. **Staff Reports.**
  - a. **Update on activities** – The Villages portion of the Lower Yahara Trail is complete but still have to do some restoration along the path and install the fence along the railroad tracks. The whole project should be completed by June of 2017.

The water main that goes along Alben Avenue is almost complete. The line has to be chlorinated and two safe water samples test need to be obtained. After the safe samples come back they will then start hooking up to the home laterals.

The Broadhead/MN project is over half way done. The project should be completed by the end of August.

Lift Station 5 about 98% completed. Staff will be trained on using the system. Next Thursday will be the official switchover day.

The Lewis Park Shelter project is going well.

We have completed the spring flushing of hydrants. Just before winter we will flush dead ends.

Update on Gannon development. Pauline Boness indicated this plat will be brought to the June Plan Commission meeting. Changes had to be made to the original plat previously submitted, due to lot reconfigurations, streets, wetland delineation and variance. Multi family lots are still being planned. Brian Berquist of Town & Country said they knew some would be multi-family and had planned for that.

Coville updated the committee about a proposed gas station in the City of Madison. This site location abuts to the Village and is very close to the Village's Well #3. There was a neighborhood meeting last night and it was not well attended. The neighborhood needs to attend the City of Madison meetings and object to the plan.

- b. **Financial Reports** – No Report.
- c. **Impact Fee Summary** – Placed on file.

- 6. **Adjournment.** Motion by Weiss, second by Peterson, to adjourn at 7:02 p.m. Motion carried 5-0 by acclamation.

Respectfully Submitted,  
Linda L. Dieckhoff  
Public Works/Utilities Clerk



Village of McFarland Comprehensive Plan  
Priorities Exercise Results—Public Utilities Committee  
May 17, 2016

1. WHAT IS YOUR VISION FOR THE FUTURE OF MCFARLAND? In answering this question, you might think about, what McFarland in the year 2035 looks and feels like, how the community functions, what McFarland’s best future features are, and how the community inspires residents, land owners and businesses to improve their lives.

The consultant also read the vision statement from the 2006 Comprehensive Plan, which was as follows: “The Plan is formed around a vision of a community expanding east into well-planned neighborhoods thoughtfully linked and integrated by streets, sidewalks, bike routes, parks and open space corridors. A community with a downtown that is revitalized and re-shaped with civic, commercial and office development. A community that is aggressively approaching economic development opportunities through infill projects, re-development projects and new projects that reflect McFarland’s ‘small town’ character. A community that is maintaining its reputation for quality schools, state-of-the-art community facilities, and safe neighborhoods.”

COMMITTEE MEMBER RESPONSES:

- Previous vision statement still holds true.
- Would like to see better transportation within the village and back and forth into Madison. Trail is a good addition, but not everyone can walk/bike that far.
- Retiree member wants to downsize, but opportunities for this in McFarland are limited. Relatedly, enhance senior living options in the village.
- Need more “affordable” starter housing/lot prices. Same member’s child could not afford to build in McFarland.
- Economics are challenging for new housing development; proximity to Madison is driving up home prices.

2. WHAT INITIATIVES SHOULD THE VILLAGE PRIORITIZE OVER THE NEXT 5-10 YEARS?

COMMITTEE MEMBER RESPONSES:

- Sanitary sewer is a limit for growth in McFarland, and service area is confined by lakes, Madison's boundary, and wetlands. Lift Station #2 has about 300 new houses of capacity left. Will need to increase sizes of sewage lift pumps, and consider other expensive upgrades such as interceptors to serve east side growth area.
- Make a plan/policy ASAP (consider including in comprehensive plan) regarding financing options for utility system upgrades. Financing can be dealt with in many ways, including some type of "Lift Station #2 replacement fund", impact fees on new development, and/or spreading costs through the whole community. Some concern that high impact fees may be "anti-development," and whether existing residents should have to pay for utilities to serve new developments (but growth benefits all).
- Improved stormwater management along Lake Waubesa; acquiring a property along the Lake may be able to assist with this.

3. WHAT INITIATIVES DOES YOUR GROUP OR ORGANIZATION HAVE FOR THE NEXT 1, 5, OR 10 YEARS? How can these initiatives be advanced or coordinated through the Village and its updated Comprehensive Plan?

COMMITTEE MEMBER RESPONSES:

- Phosphate extraction from stormwater will be included in next year's proposed budget. A model will be created this year. Participating in the MMSD adaptive management effort will keep Lake Waubesa cleaner, making the Lake something McFarland can show off. The required 5-year commitment to this effort will be an order of magnitude cheaper than building new facilities to deal with issue.
- Copper and lead testing occurs every couple of years for a section of the Village.
- Just finished Inflow and Infiltration study of sanitary sewer lines. Sewer lines are being cleaned now, will camera inspect next.
- Program encouraging low-flow residential fixtures would extend life of mains and lift stations.
- Question as to whether the Village establishing its own sanitary treatment facility, or partnering with some place like Stoughton, is possible or desirable. Response is that DNR may not allow this and/or it may be cost-prohibitive.

# RESOLUTION

## PUC 01-2016

### RESOLUTION AUTHORIZING SUBMITTAL OF THE COMPLIANCE MAINTENANCE ANNUAL REPORT FOR 2015

*WHEREAS*, the McFarland Public Utilities Committee has received and reviewed the Compliance Maintenance Annual Report (CMAR) for 2015; and

*WHEREAS*, the Public Utilities Committee is pleased to acknowledge the “A” letter grade achieved by the McFarland Sewer Utility on both the Financial Management and Collection Systems portions of the CMAR; and

*WHEREAS*, the Public Utilities Committee will consider optional actions in the future that would further improve the future performance of the McFarland Sewer Utility;

*NOW, THEREFORE, BE IT RESOLVED* that the McFarland Public Utilities Committee accepts the CMAR for 2015 and authorizes its submission to the Wisconsin Department of Natural Resources.

The above and foregoing Resolution was duly adopted by the McFarland Public Utilities Committee of the Village of McFarland at a regular meeting held this 21<sup>st</sup> day of June, 2016.

APPROVED:

ATTEST:

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Mary Pat Lytle, Chair

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Kelsy Boyd, Finance Director

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

## Resolution or Owner's Statement

Name of Governing Body or Owner:	McFarland Water and Sewer Utility
Date of Resolution or Action Taken:	06/21/2016
Resolution Number:	PUC 01-2016
Date of Submittal:	
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):</b>	
Financial Management: Grade = A	
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS</b> (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) <b>G.P.A. = 4.00</b>	

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 **2015**

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input type="text" value="Kelsy Boyd"/></p> <p>Telephone: <input type="text" value="(608) 838-3153"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input type="text" value="kelsy.boyd@mcfarland.wi.us"/></p>																									
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input type="text" value="2015"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 0-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A (private facility)</li> </ul> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul>	0																								
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input type="text" value="2015"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 1-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A</li> </ul> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																									
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input type="text" value="282,525.01"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="282,525.01"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="25,800.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="308,325.01"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>		\$	<input type="text" value="282,525.01"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$	<input type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input type="text" value="282,525.01"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input type="text" value="25,800.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input type="text" value="0.00"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input type="text" value="308,325.01"/>	
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# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 **2015**

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?     \$

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Install Lift Station #5	250000	2016

5. Financial Management General Comments

0

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

## Sanitary Sewer Collection Systems

### 1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- Yes
- No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- Yes (Continue with question 1)
- No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

- To clean and camera approximately 1/3 of the collection system every year.
- To clean each lift station on a quarterly basis.
- To repair any problems found as quickly and responsively as possible.

Organization

Do you have the following written organizational elements (check only those that apply)?

- Ownership and governing body description
- Organizational chart
- Personnel and position descriptions
- Internal communication procedures
- Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

- Sewer use ordinance Last Revised Date (MM/DD/YYYY)
- Pretreatment/industrial control Programs
- Fat, oil and grease control
- Illicit discharges (commercial, industrial)
- Private property clear water (sump pumps, roof or foundation drains, etc.)
- Private lateral inspections/repairs
- Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

- State plumbing code
- DNR NR 110 standards
- Local municipal code requirements
- Construction, inspection, and testing
- Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- Alarm system and routine testing
- Emergency equipment
- Emergency procedures
- Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

How well do you know your sewer system? Do you have the following?

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

Current and up-to-date sewer map  
 Sewer system plans and specifications  
 Manhole location map  
 Lift station pump and wet well capacity information  
 Lift station O&M manuals  
 Within your sewer system have you identified the following?  
 Areas with flat sewers  
 Areas with surcharging  
 Areas with bottlenecks or constrictions  
 Areas with chronic basement backups or SSOs  
 Areas with excess debris, solids, or grease accumulation  
 Areas with heavy root growth  
 Areas with excessive infiltration/inflow (I/I)  
 Sewers with severe defects that affect flow capacity  
 Adequacy of capacity for new connections  
 Lift station capacity and/or pumping problems  
 Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed  
 Special Studies Last Year (check only those that apply):  
 Infiltration/Inflow (I/I) Analysis  
 Sewer System Evaluation Survey (SSES)  
 Sewer Evaluation and Capacity Management Plan (SECAP)  
 Lift Station Evaluation Report  
 Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="33"/>	% of system/year
Root removal	<input type="text" value="33"/>	% of system/year
Flow monitoring	<input type="text" value="20"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="33"/>	% of system/year
Manhole inspections	<input type="text" value="33"/>	% of system/year
Lift station O&M	<input type="text" value="4"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services

Please include additional comments about your sanitary sewer collection system below:

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

The Village cleans and cameras approximately 1/3 of the main sewer lines through out the Village. If and when problems are found, the Village makes the necessary repairs as quickly as possible.

### 3. Performance Indicators

#### 3.1 Provide the following collection system and flow information for the past year.

39	Total actual amount of precipitation last year in inches
34	Annual average precipitation (for your location)
34.4	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

#### 3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume (MG)
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

#### 5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

#### 5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 **2015**

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: <input type="text" value="None"/>
5.4 What is being done to address infiltration/inflow in your collection system? <input type="text" value="We will continue to watch for infiltration and react to the proper repair technique once identified."/>

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

## Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

**Linda Dieckhoff**

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**From:** Mary Pat Lytle  
**Sent:** Friday, May 27, 2016 10:59 AM  
**To:** Linda Dieckhoff  
**Subject:** Agenda Item

Hi Linda,

Will you be sure to add the issue regarding the high usage on Broadhead street to the next PUC agenda.

Thanks Linda,

Mary Pat

## Report Criteria:

Customer.Customer Number = 10143000

1.01430.00      AAROEN, RACHEL H      5202 BROADHEAD ST

## Metered Services:

WTUSE    Current Rate: 1001 WATER USAGE - RESIDENTIAL

Period Date	Read Date	Meter ID	Begin Read	End Read	Usage	Multiplier	Amount	Status
02/28/2014	02/04/2014	92496798	112	115	3,000	1000.0000	5.79	
04/30/2014	04/08/2014	92496798	115	119	4,000	1000.0000	7.72	
06/30/2014	06/03/2014	92496798	119	124	5,000	1000.0000	9.65	
08/31/2014	08/07/2014	92496798	124	129	5,000	1000.0000	9.65	
10/31/2014	10/06/2014	92496798	129	133	4,000	1000.0000	7.72	
12/31/2014	12/02/2014	92496798	133	138	5,000	1000.0000	9.65	
02/28/2015	02/05/2015	92496798	138	142	4,000	1000.0000	7.72	
04/30/2015	04/06/2015	92496798	142	145	3,000	1000.0000	5.79	
06/30/2015	06/02/2015	92496798	145	149	4,000	1000.0000	7.72	
08/31/2015	08/04/2015	92496798	149	152	3,000	1000.0000	5.79	
10/31/2015	10/05/2015	92496798	152	157	5,000	1000.0000	9.65	
12/31/2015	12/03/2015	92496798	157	162	5,000	1000.0000	9.65	
02/29/2016	02/02/2016	92496798	162	169	7,000	1000.0000	13.51	
04/30/2016	04/08/2016	92496798	169	178	9,000	1000.0000	17.37	
06/30/2016	06/02/2016	92496798	178	182	4,000	1000.0000	7.72	
Totals:					70,000		135.10	

$$70,000 \div 15 = 4666.66 \text{ gallons} = 5000$$

must pay base charges and water usage

$$\text{Sewer rate} = 3.14 / 1000 \text{ gallons}$$

January 1, 2016 Rate increases

Sewer Base increase	+ 2.23
Sewer usage increase	+ .25
Stormwater increase	+ .71

## PSN Implementation Background:

### Monthly Billing of Utility Customers:

Currently, McFarland Utilities bills its customers (about 3200 in total) each month on a bi-monthly basis. Approximately half of the Village is billed one month and the other half is billed the next. Card stock is purchased in bulk and printed on our own printers. Next the postcards are separated along the perf and mailed out. The Utility Clerk is responsible for completing this manual process. Each month the estimated costs for billing are as follows:

- Cost of Postcards: \$367
- Cost of Ink \$ 30
- Cost of Postage: \$458
- Clerk's time to generate bills: \$112
- Total \$967/1600 customers = \$.60 per customer

### Monthly Collections of Utility Payments:

Currently, the Village accepts payments via check (about 1490 per month), cash (about 20 per month), or credit card (about 90 per month). Credit card payments are processed through a third party provider called GovPayNet.com. The associated credit card fees are charged directly to the customer and range from \$1.75 to \$5.00 per transaction depending on the size of the bill. Each of these payments are posted manually into our accounting system in batches. Once the batch is complete, the deposit is brought to the bank. Costs associated with this process are as follows:

- Clerk's time to post payments (assuming 76 hours/month): \$2128
- Daily trip to bank to deposit batch (assume .5 hour \* 20 days): \$ 280
- Total \$2408/1600 customers = \$1.51 per customer

### Benefits of PSN:

The implementation of PSN will provide the following features:

- Our customers will be able to opt out of paper billing, reducing the Village's operating costs while providing expanded services. Customers will be able to receive their bills via email and also receive automated reminders. Also, their account history will be archived online for 24 months.
- Our customers will be able to pay online using a debit card or credit card. The credit card fees will be less expensive than our current provider and we currently do not accept debit cards.
- The Village will be able to post payments automatically through a batched file transfer as opposed to posting each individual payment manually, reducing the time required to perform this task.

### Monthly Cost to Implement PSN:

- Monthly service charge: \$ 50
- Annual Compliance Fee (\$89/year): \$ 7
- PSN cost per paper check (1490/month \* \$.25): \$ 373
- Clerk's time to post payments (assuming 38 hours/month): \$1064
- Total \$1494

- One time charge: \$450 for a check scanner that scans 50 checks per minute. This allows checks to be scanned at the office and automatically deposited into our bank account eliminating the daily trip to the bank. It also prepares a file that can be automatically uploaded and applied to individual customer accounts.

### Summary:

- If 20% of our customers opt out of paper billing, the Village would save \$192/month.
- Initial savings for posting payments are estimated to be approximately \$914/month.
- Reference checks of other municipalities were overwhelmingly positive on all counts including implementation, marketing, and post-implementation support.



## Pricing Proposal for Village of McFarland

Payment Service Network, Inc.  
2901 International Lane  
Madison Wisconsin 53704

[www.PaymentServiceNetwork.com](http://www.PaymentServiceNetwork.com)

VOICE 866.917.7368

FAX 608.442.5116

Ruth Ponder

DIRECT 608-442-5058

[rponder@PaymentServiceNetwork.com](mailto:rponder@PaymentServiceNetwork.com)

*Simplifying Your Business Day*



Thank you for allowing me to submit this proposal. Payment Service Network (PSN) provides a vast range of eServices for payment processing, billing and customer communication. After discussing your needs, I have developed the following proposal of services. Please let me know if there is any additional information you require. The staff at PSN looks forward to providing you with personalized service.

This proposal quotes costs for the services that are marked below. If you would like quotes on any additional services, please let me know.

**PAYMENT METHODS**

Included	Not Included	
✓		Credit and Debit Card Payments
✓		Checking and Savings Payments
	✓	Cash and Money Orders

**PAYMENT CHANNELS**

Included	Not Included	
✓		Online and Standard Mobile App
✓		Automated Phone (IVR) and PSN Call Center
	✓	Counter Credit Card Swipes
	✓	Virtual Terminal for Your Staff
	✓	Cash Payment Locations Arranged by PSN
✓		Residents' Banks' Bill Payment System
←	✓	Paper Check Scanning (Check 21)

Scanner Cost = \$450

**ADDITIONAL SERVICES**

Included	Not Included	
✓		Web Customization
✓		Data Sharing (System Integration)
✓		eBills
	✓	Customized Mobile App
	✓	Customized Automated Phone (IVR)
	✓	Outbound Auto-Call Messaging
	✓	Lockbox Processing

### Implementation and Service Fees

Following are non-transactional fees which are either one-time, monthly or annual costs. If you need additional information on these costs, please let me know.

<b>Service Implementation Fee</b> Includes, as applicable: Implementation Team • Training • Online Portal Setup • Standard Mobile App Setup • IVR Setup • PSN Call Center Training Specific to Your Account • Merchant Application Processing • eBill Design • Marketing Support	One-time fee	Waived
<b>Data Sharing/Integration</b> Includes, as applicable: Integration Specialist • Creating Specifications • Developing Interface • Coordination with Your Software Supplier • Testing • Training	One-time fee	Waived
<b>Website Customization Fee</b> Includes: Development of Web Portal with Your Header and Links	One-time fee	\$200 OPTIONAL SERVICE
<b>Support, Maintenance Fee</b> Includes, as applicable: Online Portal • Standard Mobile App, IVR System Upgrades and Maintenance • Call Center Support for Your Customers • On-Call Notifications to Payers and Staff • Service Account Manager for Your Staff • Interface/Integration Support (Storage and Maintenance of Customer Data) • Reports • Online Account Management Center • System and Account Monitoring (24/7) • And More	Monthly fee NOTE: If PSN eBills are used, this fee is waived	Waived
<b>eBill Fee</b> Includes: Creation of PDF eBills • Posting Online • Archiving for 24 Months • Email Notifications (Includes "Ready to View," "Coming Due" and "Past Due," as Applicable)	Monthly fee NOTE: If PSN eBills are used, the Support, Maintenance fee is waived	\$49.95
<b>PCI Security Compliance Fee</b> Includes: Required PCI Certification • Compliance with Credit Card Security Requirements • Auditing	Annual fee (one fee regardless of number of accounts)	\$89

### Transaction Fees

To cover costs of processing payments through the network of financial institutions, the following fees will apply to each transaction. The fees are based on the type of payment (check, credit card) and/or how the payment is made.

### Fees Paid by Your Residents

Payment Channel	Check/Savings	Credit/Debit Card
Online • Mobile • Virtual • Automated Phone (IVR) • PSN Call Center	\$1.00	2.75% (+50¢ if under \$100)*

\*Credit cards include your choice of VISA, MasterCard, Discover and American Express

NOTE: A \$15 fee is charged to you for any disputed credit/debit card.  
Your residents will be charged a \$35 NSF fee.

Bank Bill Pay eSolution-Optional Service

You can also convert time-consuming traditional payments to ePayments through PSN. These payments can automatically post to your CIVIC CLARITY software. You would pay the fee.

<i>Conversion Methods</i>	<i>Fee</i>
Bank Bill Payment Paper Checks to ePayments*	<del>40c</del>

\*Utility payments only.

*Negotiated to .25*

potential water main project is when MN is reconstructed (Broadhead Street to Running Deer Trail) and Alben Street (Broadhead Street to Scott Street).

\* A priority for 2014 should be the replacement of the utility billing software which needs to be coordinated with the replacement of the village financial software. The new software would give us alternate billing and payment methods. Our meter database software is also outdated and does not work with the current version of windows.

For 2014, the street sweeper has already been budgeted. Coville indicated that we have demoed two street sweepers. Due to increased costs and emission changes for 2014, we would like to place the order now to avoid an additional \$12,000 to \$14,000 increase with delivery in 2014.

D. Peterson indicated that we have the borrowed money for the street sweeper plus we have the sinking fund money available. We will also be able to apply the trade in value to this purchase. D. Peterson would like this committee to recommend to the Village Board that we go ahead with the purchase now rather than waiting. The increased cost could be \$12,000 to \$14,000.

Our mechanic has worked on both models that we demoed. He preferred the Tempco over the Elgin for the ease of operation and maintenance. The Tempco cost is approximately \$203,000.

Motion by Nielsen, second by Lytle, to recommend to Village Board that Public Works staff investigate the purchase of a street sweeper prior to the end of this year with delivery in 2014. Motion carried 4-0 by acclamation.

9. **Staff Reports.**

- a. **Yahara WINS semi-annual report** – This is the first report for the pilot project and report is placed on file.
- b. **Dane County Urban Water Quality Grants** – Grant availability and list of top ten outfalls.
- c. **Financial Reports** – Placed on file
- d. **Impact Fee Summary** – Placed on file

10. **Adjournment.** Motion by Wernet, second by Nielsen, to adjourn at 8:55 p.m. Motion carried 4-0 by acclamation.

Respectfully Submitted,  
Linda Dieckhoff, Public Works/Utilities Clerk

Motion by Nielsen, second by Lytle, to approve 2012 stormwater utility fixed and variable charges. Motion carried 6-0 by acclamation.

\* 10. **Follow-up discussion on alternate payment methods for utility bills.**

Coville indicated we talked to Civic and the company that is used by the court. Civic has created a program that would meet our needs better. D. Peterson and Coville talked to Civic and they have a contract with a company that has done the interfacing with Civics' software. The Village would need to license at a cost of \$5,000 and interface with an annual cost of \$7,200. Civic has offered that if we upgrade next year they will credit this years cost against our upgrade cost next year.

It was the consensus of the committee to wait until next year when we know what vendor we will go with.

11. **Staff Reports.**

- a. **Financial Reports** – placed on file
- b. **Impact Fee Summary** – placed on file

Coville indicated that we had two water main breaks the last two weeks, one on Larson Street before Card Avenue and one on Siggelkow Road at North Autumn.

D. Peterson updated the committee that the Valley Drive detention pond cost estimate has increased approximately \$55,000 than the original estimate of \$250,000 plus the \$50,000 of grant money from Dane County. This could create a financial gap. Coville applied for an additional \$37,000 of grant money.

12. **Adjournment. Motion** by Utter, second by Nielsen, to adjourn at 9:52 p.m. Motion carried 6-0 by acclamation.

Respectfully Submitted,

Linda Dieckhoff, Public Works/Utilities Clerk

The Village should get the cost of extending the water main to both sites from Town & Country. It would be beneficial to have the difference in water main installation costs for each site and to note the potential complications for having the water main installed at this time.

5. **Discussion of spend down options for the impact fees collected from 1998-2002 for Well #5.**

This was discussed under agenda item 4.

\* 6. **Follow-up discussion on alternate payment methods for utility bills.**

At the present time, we have two payment options to consider:

Option A – Going through a third party vendor for payment by credit card and customer pays the service charges. This is a payment convenience only. The Village Court system currently uses this plan.

Option B – The other option discussed was utilizing our billing software which would be more comprehensive for electronic billing and payment. The customer would be able to use a debit card, credit card or have an automatic withdrawal from their account. The customer would also be able to obtain payment history queries. This option would have a cost.

The Committee would like to see the other software options available before investing the money now.

The Committee has directed staff to go ahead with Option A at this time. Staff will report back next month on how it is going.

7. **Discussion and possible action on request from property owner on the east side of Terminal Drive north of cul-de-sac (Lot 4 CSM 12712) to authorize installation of septic system.**

Coville indicated at present there is not sanitary sewer to this lot. The owner would like to install septic so this property can be developed. There is a potential of three or four lots. The owner said it is cost prohibitive at this time to install sewer main services. If this is developed now and the lots are sold, the future potential owner would be responsible to pay for installing sanitary main when their septic system failed. A possibility would be to tie into the gravity system on Larson Beach by Walgreens.

Motion by Babcock, second by E. Peterson, not to allow the installation of septic systems on Lot 4 CSM 12712 since sanitary sewer is readily available. Motion carried 6-0 by acclamation.

8. **Staff Reports.**

a. **Preliminary audit results** – The audit field work was completed and the results are still preliminary. It looks like the Water Utility has a positive

5. **Review of contractor bids for providing curbside yard waste/brush chipping services and drop-off site services for 2012. Discussion and possible recommendation to Village Board regarding level of service and award of contract.**

The most cost effective way for savings would be to eliminate curbside brush service. Committee felt it was harder for residents to bring brush to drop-off site rather than yard waste.

Babcock asked if it has been determined if it would be cheaper for the village employees to do this work rather than contracting this out. We would have to purchase a chipper and additional manpower. It is very time consuming.

**Motion** by Babcock, second by Lytle, to award Barnes the contract on the basis of Option 3, minus the holiday tree pickup and have brush collection as curbside pick up in April and November and yard waste pay as you go. Motion carried 5-0 by acclamation.

**Motion** by Babcock, second by Lytle, to have Barnes provide the same level of service at the drop off site and keep brush pick up at curbside and change the level of service for yard waste to be pay as you go and eliminate holiday tree pickup. Motion carried 5-0 by acclamation.

\* 6. **Discussion of feasibility of providing an electronic payment option for utility bills.**

Customers have been requesting that we provide an option of electronic payment and/or accept charge cards. The Municipal Court has been using a third party system which seems to work. A third party collects the payment and the third party sends us payments with detailed customer info. Staff to check out the court system process and report back next month.

Don Peterson said the Village is looking at a software upgrade in 2013, which would better accommodate electronic payment.

7. **Discussion of financing options for current and upcoming debt for capital projects.**

The Finance Committee began discussion on financing options. The Stormwater Utility debt is currently financed through an internal loan. At the end of 2010, the amount of that advance was about \$290,000 (purchase of duplex and 50% cost of drop off site). We have an additional cost this year of \$160,000 for the land purchase for the Osborn Drive detention pond plus construction and engineering costs. Next year we will have the cost of constructing the Valley Drive detention pond. Municipal bonds are at historic lows.

We should have an analysis done. We would probably structure repayment of debt over a ten (10) year period.

## 2016 WATER SYSTEM IMPACT FEES

Collected In Month	2016 Fees	2015 Fees	2016 Impact Fee Distribution		
			Tower	Main	Well
January	2,600.00	0.00	1,465.92	416.00	718.08
February	7,151.00	650.00	6,300.44	312.00	538.56
March	3,250.00	1,300.00	1,832.40	520.00	897.60
<b>1st Quarter Total</b>	<b>13,001.00</b>	<b>1,950.00</b>	<b>9,598.76</b>	<b>1,248.00</b>	<b>2,154.24</b>
April	1,300.00	-	732.96	208.00	359.04
May	2,275.00	-	1,282.68	364.00	628.32
June	-	1,300.00	-	-	-
<b>2nd Quarter Total</b>	<b>3,575.00</b>	<b>1,300.00</b>	<b>2,015.64</b>	<b>572.00</b>	<b>987.36</b>
July	-	1,950.00	-	-	-
August	-	1,300.00	-	-	-
September	-	1,300.00	-	-	-
<b>3rd Quarter Total</b>	<b>-</b>	<b>4,550.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
October	-	650.00	-	-	-
November	-	-	-	-	-
December	-	5,201.00	-	-	-
<b>4th Quarter Total</b>	<b>-</b>	<b>5,851.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

### HISTORICAL WATER IMPACT FEE TOTALS

2016 Total	16,576.00		11,614.40	1,820.00	3,141.60
2015 Total	5,851.00		3,298.92	936.00	1,616.08
2014 Total	7,150.00		4,031.28	1,144.00	1,974.72
2013 Total	21,125.00		11,910.59	3,380.00	5,834.41
2012 Total	13,650.00		7,696.08	2,184.00	3,769.92
2011 Total	12,350.00		6,963.12	1,976.00	3,410.88
2010 Total	5,200.00		2,931.84	832.00	1,436.16
2009 Total	7,150.00		4,031.26	1,144.00	1,974.74
2008 Total	10,400.00		5,863.62	1,664.00	2,872.38
2007 Total	34,451.00		19,423.88	5,512.16	9,514.96
2006 Total	28,927.00		16,309.33	4,628.32	7,989.35
2005 Total	52,326.00		29,501.92	8,372.16	14,451.92
2004 Total	77,679.00		43,796.20	12,428.64	21,454.16
2003 Total	59,802.00		33,716.97	9,568.32	16,516.71
2002 Total	69,625.00		39,255.27	11,140.00	19,229.73
2001 Total	55,271.50		31,162.62	8,843.44	15,265.44
2000 Total	56,701.00		31,968.59	9,072.16	15,660.25
1999 Total	55,388.00		31,228.31	8,862.08	15,297.61
1998 Total	14,581.73		8,221.33	2,333.08	4,027.32
<b>Grand Total</b>	<b>\$ 604,204.23</b>		<b>\$ 342,925.53</b>	<b>\$ 95,840.36</b>	<b>\$ 165,438.34</b>

\$650=	\$366.48	\$104.00	\$179.52
\$1300=	\$732.96	\$208.00	\$359.04

Tower= .56381, Main=.16, Well=.27619