

VILLAGE OF MCFARLAND
Public Works Committee
Public Utilities Committee
Joint Meeting Minutes
Tuesday, March 12, 2019 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Mary Pat Lytle called the joint meeting of the Public Works and Public Utilities Committee to order at 6:00 PM in the Community Room of the Municipal Center.

Members not Present: Elizabeth Bohuski, Marv Meyers, Marc Nielson, and Randall Hansen.

Members Present: Chris Fredrick, Richard Vela, Terrance Lawrin, Carolyn Clow, Jerry Adrian, Stephanie Brassington, Mary Pat Lytle, Carolyn Clow, Craig Weiss and Eric Kryzenske.

Staff Present: Public Works Director Jim Hessling, Community Development Director Pauline Boness, Village Engineer Tim Stieve, and Administrator Matt Schuenke.

2. PUBLIC APPEARANCES.

None

3. BUSINESS.

- a. Discussion and action to make a recommendation to the Plan Commission regarding consideration for rezoning (Commercial Highway to Planned Development), General Plan review, and Detailed Plan (Phase I) review for the property located at 4703 Terminal Drive as it concerns plans to construct streets and necessary utilities within the proposed development.

Ryan Quam, developer of this property, gave a presentation on this project. Discussion took place between the committee members on this proposed development. The water and sewer services in this development will be private. The utility will have the necessary easements in case of problems. Tim Stieve went over Town and Country Engineers concerns with the site. Quam responded that he would work with Town and Country on those issues. Internal curbing pertaining to storm water was also discussed. Curbing and sidewalks along Terminal Drive was discussed. It was decided this isn't the best time to add these items as the grade or future grade(s) of Terminal Drive might change due to reconstruction and future developments.

Motion by Clow, Seconded by Fredrick to accept the plan as presented with the conditions of Town and Country's letter being met. Motion passed 10-0-0.

- b. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2019 Water Main and Street Improvements.

Stieve went over the bid process and the bids that were recently received. There were twenty-three (23) requests for bid packages with only five (5) official responders. Schuenke explained the budget for this project. After discussion, the joint committee was in consensus to move forward with the base bid, bid alternate number three (3) and the supplemental bid. Motion by Fredrick, seconded by Brassington, to approve the base bid, alternate bid number three (3) and the supplemental bid from Maddrell Excavating and send on to the Village Board for approval. Motion passed 10-0-0.

- c. Discussion and action to make a recommendation to the Village Board regarding the position description and approval to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department.

Schuenke went over the job description with the group. Both Committees provided input on the proposed position adding clarification on driver's license requirements and application of all utilities to the responsibilities. Motion by Clow, seconded by Fredrick to accept and make a recommendation to the Village Board to fill the vacancy of the Public Works/Utilities Superintendent position as amended. Motion passed 10-0-0.

4. ADJOURNMENT.

Motion by Lytle, second by Frederick, and unanimously carried to adjourn the joint meeting at 7:21p.