

## VILLAGE OF MCFARLAND

### Public Works/Utilities Joint Committee Minutes

Tuesday April 13, 2021 – 6:00 P.M.

#### 1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Trustee and Public Works Committee member Justin Rupert at 6:00 p.m.

Members present: Village Trustee Carolyn Clow, Village Trustee Eric Kryzenske, Mary Pat Lytle, Chris Fredrick, Pauline Boness, Marc Nielsen, Jerry Adrian, Marv Meyers, Peter Robinson (arrived at 6:03 p.m.), *Absent*: Rich Whipple

Staff present: Matt Schuenke (Village Administrator), Jim Hessling (Director of Public Works), Andrew Bremer (Community & Economic Development Director), Lee Igl (Streets & Utilities Superintendent), Aimee Irwin (Assistant to the Director), Brian Berquist (Town & Country Engineering), Tim Stieve (Town & Country Engineering)

#### 2. PUBLIC APPEARANCES

None.

#### 3. BUSINESS

a. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2021 Street Paving and Stormwater projects.

- Tim Stieve reviewed the tabulated information for bids received. Committee members were provided Analysis of Bids and Recommendation for Award of Contracts. Based on analysis, Town and Country is recommending Raymond P. Cattell, Inc. for the 2021 Street Paving and Stormwater Projects for Base Bid and Alternate Bid.
- Motion by Chris Fredrick recommending the award of contract for the 2021 Street Paving and Stormwater projects including base and alternate bids for Raymond P. Cattell, Inc. in the amount of \$263,185.10 to the Village Board at a total expense \$328,500. Seconded by Marv Meyers. Motion passed 10-0-0.

b. Discussion and action to make a recommendation to the Village Board regarding 2021 Crackseal and Chipseal proposal for street maintenance.

- Jim Hessling provided background related to yearly street maintenance and the proposal provided by Fahrner Asphalt. The total costs for the identified areas is \$78,275 which the budget included up to \$90,000.

- Carolyn Clow asked if we sent this work out for bid. Jim Hessling stated we did not send this work out for bid due to past issues with other contractors and the minimal number of contractors in the area that complete this work.
- Pauline Boness asked why we would be crack filling Holscher Road with the roadway being newer. Jim Hessling explained that the goal is to fill the voids or cracks to avoid water infiltrating cracks and reduce earlier than necessary street maintenance. Boness asked if we charge construction or developers that utilize roadways with heavier vehicles. Brian Berquist responded that there are not additional charges. Berquist also stated that this type of maintenance would be typical at the five year point.
- Motion by Jerry Adrian recommending approval of the proposal provided by Fahrner Asphalt in the amount of \$78,275 to the Village Board. Seconded by Chris Fredrick. Motion passed 6-0-0.

c. Update and discussion regarding GIS Development.

- Matt Schuenke reviewed the GIS Development Plan including the four main goals with identified objectives.
- Pauline Boness asked who input the majority of the public works data that currently exists in GIS. Brian Berquist explained that the data was provided by village staff, Town & Country and developers. Boness asked if Town & Country would continue to input data. Berquist stated that as village staff become more experienced and knowledgeable in the software that less data input would be completed by Town & Country. Boness asked who would be responsible for quality control of the data being entered. Berquist stated that training will be a component to build quality and administrative staff of the village would likely be the ultimate data control. Lee Igl also explained that staff could collect data in the field however they may not be able to upload the data.
- Carolyn Clow asked if it is common to have a manual and/or guidelines compiled for staff. Brian Berquist stated that manuals or guidelines may be established as the plan evolves. Data entry would be forms or drop downs that include required data attributes.
- Lee Igl reviewed the work that has already begun with Town & Country to build the drop down for curb stops, training for staff and looking to equip vehicles for ease of use.
- Carolyn Clow asked if a software was researched similar to the Garmin need for use on the tablets in vehicles. Lee Igl explained that he has been researching various options but has not found a software specifically that will provide the data of a Garmin.
- Chris Fredrick suggested integrating non-village utilities and/or public/private improvements if possible. Matt Schuenke explained

that the GIS does have some data already but more could be included.

- Eric Kryzenske asked if any of the data in the GIS would be public facing but not all inclusive. Andrew Bremer stated that a public version exists currently but most data is related to planning and not showing utility data. Matt Schuenke stated that additional data could be added to the public facing GIS account.
- Chris Fredrick inquired if the capital improvement plan could be an added layer. Matt Schuenke stated this could be added. Andrew Bremer suggested that a story map may be able to be added to allow for explanations as well.
- Carolyn Clow suggested promoting the public access GIS as well as a workshop or training for users.

d. Presentation of the Public Works Monthly Report from the Director

- Included within the packet was the Director's monthly update for activities of the Public Works Department in March.

4. ADJOURNMENT

- a. Motion by Carolyn Clow to adjourn at 7:08 p.m. Seconded by Chris Fredrick. Motion passed 10-0-0.

Respectfully submitted by Aimee Irwin