

VILLAGE OF MCFARLAND
Public Works & Utilities Committee Minutes

Monday, July 25, 2022 - 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 held via Zoom webinar.

Members present: Carolyn Clow, Pauline Boness arrived at 6:05 p.m., Marv Meyers, Eric Kryzenske, Chris Fredrick, Jerry Adrian

Members not present: Marc Nielsen

Staff Present: Village Administrator Matt Schuenke, Public Works Director Jim Hessling, Streets and Utilities Superintendent Lee Igl, Assistant to the Public Works Director Aimee Irwin, and Town and Country staff Tim Stieve and Brian Berquist.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Public Works & Utilities Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. 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. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. 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.*

None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes from the Public Works & Utilities meeting held on June 27, 2022.*
Motion by Village President Clow, seconded by Jerry Adrian, to approve the minutes from the Public Works & Utilities meeting held on June 27, 2022. Motion carries 3 - 0 - 2, with Marv Meyers, Eric Kryzenske abstaining.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding the 2023-2027 Capital Improvement Plan (CIP).*
Schuenke reviewed the changes to the 2023-2027 CIP from the June committee meeting. Schuenke also stated that the allocation to the water utility of 50% was reduced to 35%, which caused an increase to the streets' budget for projects. Tim Stieve of Town and Country Engineering reviewed the updated Long Range Capital Improvement Plan since

the June committee meeting. Stieve stated the following items have been added to the plan: pathways, sidewalks, parking lots, and new water main and valve replacement near the Cottages on Taylor Road. Stieve added that the water main and valve replacement project was added due to two recent breaks in the area along with the valves not functioning properly.

- Pauline Boness asked what water main or sewer work would occur as part of the Paulson Road project. Stieve responded that there would be some lining related to the sanitary sewer and the water main would be replaced on the northern third of the project. Berquist added that sanitary sewer manholes would be replaced as well. Boness asked if the water and sewer are connected north and south. Berquist stated the water main is connected. However, the sewer is not and is not planned to be connected.
- Chris Fredrick asked if the Village Board is financially looking to support the direction of the Long Range Plan. President Clow stated the Village Board is supportive in trying to plan and prepare for these projects. If the project can be financially supported and budgeted, it will be reviewed during the budget cycle on an annual basis.
- Fredrick asked if valves are exercised routinely. Igl responded that approximately one-fifth of the valves in the Village are exercised each year.
- Jerry Adrian asked for clarification regarding the salt brine containment item within the plan. Hessling explained that a concrete containment would be constructed at the Public Works building to prevent spills of salt brine.

Motion by Village President Carolyn Clow, seconded by Eric Kryzenske, to recommend approval to the Village Board regarding the 2023-2027 Capital Improvement Plan (CIP). Motion carries 6 - 0 - 0.

b. Update and discussion regarding sanitary sewer rates.

Brian Berquist of Town and Country Engineering reviewed the enclosed chart related to sanitary user charges. Berquist stated that, if desired, it would be possible to adjust the variable sewer rate but keep the base rate or fixed rate at the current rate.

- Eric Kryzenske asked if the presented chart is being conservative based on the MMSD presentation provided in June. Berquist responded that MMSD's estimated increase in percentage is a placeholder. When MMSD provides a rate increase of 9%, that may or may not be what actually occurs for the Village as it is based on the volume and strength of waste sent to MMSD.
- Chris Fredrick asked if it would be supported to continue with the sewer losing money. Berquist responded that this could be further reviewed and it would be important to be able to provide justification to the users and future users.
- Jerry Adrian asked the reason for the varied rate increases. Berquist responded that the amount was based on the supporting justification for the rate increases.

c. Discussion regarding the Paulson Road project and action to schedule a Public Information Meeting.

Tim Stieve of Town and Country Engineering provided an overview of the

reconstruction planned for Paulson Road in 2023. Construction would involve a reconstruction from Siggelkow Road to the current gate. Brian Berquist added that this would include a sidewalk on the west side of the roadway due to the steepness and driveways on the east side. Stieve said that traffic calming devices would be installed to help with traffic flow. From the gate to the south it would include a curb and gutter, not a reconstruction, and a possible sidewalk on the east side of the roadway.

- Chris Fredrick asked if the developer agreement for Preston Place would require them to pay for the sidewalk in their area. Schuenke responded that this would be further looked into.
- Pauline Boness asked if the property on the west side before the gate had been connected to water and sewer services. Aimee Irwin responded that the property is connected to water but not sewer services. Berquist stated this could be included as part of the project.
- Jerry Adrian recommended engaging the public sooner rather than later.
- Village President Clow asked if the public information meeting would be held in person or virtually. Berquist stated that either or both options are feasible.

Motion by Village President Carolyn Clow, seconded by Boness, to recommend the scheduling of a Public Information Meeting on August 22, 2022 at 6:00 p.m. Motion carries 6 - 0 - 0.

d. Discussion and action to make a recommendation to the Village Board regarding a Request for Proposal (RFP) for yard waste and drop-off site services.

Jim Hessling reviewed the enclosed request for proposal for yard waste and drop-off site services.

- Chris Fredrick asked how many bids were received last time this request for proposal was issued. Hessling stated only one bid was received.
- Jerry Adrian asked if it would be feasible to have a schedule of when the contractor is cleaning out the yard waste site to avoid gate closure and waiting residents. Hessling responded that this would be difficult to schedule due to the volume of material and the hours of the contractor. Lee Igl added that the contractor is currently running two trucks almost five days a week.
- Village President Clow asked if a longer-term contract might be more appropriate. Hessling responded that this would be possible. Fredrick commented that contractors could be hesitant due to the ability to accurately project costs.
- Village President Clow recommended expanding the bidding pool to hopefully receive additional bids. Clow asked about adding a section related to additional pick-up due to storm damage or village needs. Hessling responded that the request for proposal can be edited to include this section. Fredrick added that this section should include a statement about being mutually agreeable with the contractor and the village.
- Village President Clow recommended adding language regarding the holiday tree drop-off site maintenance. Hessling stated this would be added.

Motion by Village President Clow, seconded by Fredrick, to recommend approval to the Village Board regarding a Request for Proposal (RFP) for yard waste and drop-off site services. Motion to amend by Village President Clow, seconded by Fredrick, to recommend approval to the Village Board regarding a Request for Proposal (RFP) for yard waste and drop-off site services with the addition of holiday tree drop-off site maintenance and other refinements as discussed. The amended motion passed 6-0-0.

e. Discussion on transition of the Village's meeting format effective August 1, 2022.

Village President Clow provided an overview of the transition back to in-person committee meeting attendance beginning August 1, 2022. Committee members will no longer receive a zoom link. If committee members need to attend virtually, they would utilize the public zoom link and be promoted once the meeting has started.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, August 22, 2022 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Pauline Boness, seconded by Chris Fredrick, to adjourn at 7:18 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Aimee Irwin
Assistant to the Public Works Director